7th February Minutes – meeting 4

**Arrivals**

Tom Methven: 10.00

Andrew McBain: 10.00

Scott Valentine:  10.00

Alexander Wickham: 10.00

Jake Paterson: 10.00

Cale Clark: 10.10

Kyle Dick: 10.10

**Apologies:**

N/A

**Previous meeting minutes agreed as accurate with team.**

**Actions from last meeting:**

Completed

In Progress

Not Started

* Organise Meeting with Alister, **Cale**
* Wireframe and design prototyping, **Jake**
* Organise Second Meeting with Theo, **Scott**
* Organise Second Meeting with Iain (hosting clarification), **Xander**
* Initial Testing in backend, **Xander**
* Progress Document Write-Up, **Kyle**
* Create updated interview and consent forms for WhatsApp group, **Andrew**

**Key-Points of the Meeting:**

* Draft document for d1 updated and deadline extended.
  + Only one member needs to upload the d1 submission, double check anyway for each member.
* Update the Gitlab Readme prior to submission – strong suggestion
* Cale had the meeting with Alister
  + There is a recording of the meeting, and some notes were taken.
  + Alister did not prefer app or website, but it should be noted that he does not use the WhatsApp group.
  + Alister showed the app for the robotarium booking application as an example of a good booking application, but this was controversial.
  + Alister mentioned that some cars have a faster charge rate than others which should be considered in the application.
    - A suggestion for the application was for a time out period that gives some time for users to get to a space and retrieve their car.
    - Alister also suggested that there could be a space that is always open for visitors, but this might face resistance from other users.
  + Alister similarly made a comment about personal info being held on a university affiliated storage space to Theo
* There are wireframe designs for the application that are going to be shown to the client at the next meeting to get feedback
  + Consideration given to accessibility.
  + In the mock up there is a placeholder design for occupied and free charging spaces, the current placeholders are not colour-blind-friendly so attention should be made in the final submission to remedy this.
    - The google maps API is being utilised for the map
  + Current mock-up was designed for mobile application, but website designs have been given consideration.
  + Heriot-watt has a web page showing good recommendations for the color schemes.
* 2nd Meeting with Theo
  + Waiting for Theo to confirm time for online meetings but should take place on the 8th
    - During the meeting Theo confirmed the meeting time at 3pm
* 2nd Meeting with Iain
  + Iain allowed for hosting on the web server
  + Some issues with docker – must run as root but this was sorted, and the team was given permissions on a specific account.
  + Need to test the docker and a staging area.
  + University GitLab does not have container registry enabled.
    - Can use Azure public cloud to get around this
    - The team doesn’t want to be building and compiling containers on the website so it would be preferable to have an external place for this to be done.
  + CentOS is EOL in June ‘24
  + Testing is needed for this area of testing docker images and hosting, high importance.
    - The university web server will have hardware limitations that need to be accounted for in the risk assessment
  + Risks
    - HTTP and HTTPS ports are the only external ports that are available and the procedure for opening new ports will be troublesome
    - Team does not have information on the network the API integrated charge points utilise which will cause problems with the port limitations noted above.
    - Hosting has many points of failure
  + D1 Writing
    - Focus the requirements on things that are unique to this application
    - Task Specifications are to be treated at the same level as sprints.
      * Don’t make them 1:1 with requirements but each requirement may be dependent on another so tasks should be organised appropriately.
      * What would the tasks week to week be and what requirements would they cover.
        + Focus on Must Haves and Should Haves
    - Focus organisational efforts on the major dependencies that many requirements require.

**Actions for the Future:**

* Transcribe the audio from the Alister meeting, led by Xander.
* Finish the design mock-ups to show to Theo, led by Scott.
* Complete meeting with Theo and return feedback to the team, led by Scott.
* D1 Write Up, led by Kyle
  + Jake is leading the front-end requirements section.
  + Xander is leading the back-end requirements section.
  + Kyle is leading document formatting and background/motivation section.
  + Andrew is leading the risk analysis section.
* Continued Investigations into hosting options and testing of solutions, led by Cale.
* Complete updated WhatsApp and interview consent forms and get feedback from Tom, led by Andrew

**Date/Time/Location of next meeting:**

Wednesday 14th EM G.44

Scott will do minutes next week