Minutes held on August 4th, 2022

Present: Siri, Kayla, Weidong, Tarrant, Nivetha, Jake

Apologies: -

Absent:

Meeting started: 2.30pm

1. General Talk about project Action
   1. Enter students’ details and eligibility criteria and it matches the right grant for them
2. Set up shared folders and files on GitHub to allocate people to work – **Jake**
   1. Create a sandbox branch on Git - **Weidong**
3. simple UI - **Tarrant**
4. Create shared OneDrive folder – **Siri**
5. Try to understand excel spreadsheets - **Everyone**
6. Create draft designs/visuals for UI – **Kayla, Nivetha**
7. Booked hours, timesheet, minutes - **Siri**
8. skills and resources audit - **E**
9. Post resources for coding or steps of our project - **E**
10. Share resources/spreadsheets – **Daisy**
    1. Screenshots of ISEO, 4 excel sheets, uni programs and lists – **Daisy**
11. NEXT MEETING:
    1. Scope of work
    2. Project acceptance tests
    3. Set of stories
    4. Grants are complicated since we have member universities and other members
    5. And backlog from 2018 and those members are different too
    6. Programs are divided too
12. Features
    1. Put in student details, eligibility, and match student to a grant
    2. Totals are automatically updated
    3. Remaining grants
    4. Expiring projects/programs
    5. Report creation
    6. Notes section
    7. Tables and headings
13. Priorities
    1. Consistent heading names, programs/projects
    2. Group similar data
    3. Headings
14. Current pathway
    1. Frontend
       1. Create GUI
       2. Mapping GUI to database
    2. Backend
       1. Clean excel sheets – ETL process
       2. Import into database
       3. Drop down autofill

Meeting Closed: 4.30pm