

Appendix II: M3 ZOOM meeting review summary template

This report must be done as soon as M3 ZOOM meeting review is done to document the findings and conclusions. Prof. Petkovic does not need to see this document until it is submitted with final M5 folder. This document is used to guide delivery plans for the rest of the team project development. NOTE: you will have record of the meeting too so consult it before creating the summary.

Template for this document is below. Be concise but ensure you record all issues (1-2 line per issue is OK)

Summary of Milestone 3 ZOOM meeting review with Prof. Petkovic and plans for further development

Team number: 3

Meeting date: November 17, 2021

Summary of feedback on UI (list of items, note that details are available in ZOOM recording)

- Change name of website to look like a logo and put it at the top left of website
- Move search bar to the top middle of the screen
- Replace tutor apply link with register/ login
- Show 3-4 recent posts on the home page
- Make the search bar longer
- Add gray text in search bar as examples of what users should type (ex: course name, tutor name)
- Results page should show number of results
- Tutor information box on results page has too much white space. We can fill it with a short introduction about the tutor
- Get rid of tutor review button
- Keep button colors consistent
- Contact tutor button should lead to a pre-filled form
- Change title of registration page to just say register
- No roles (students/ tutors)
- Get rid of major field in login page

Summary of feedback on code and architecture

Feedback given was positive. No changes needed.

Summary of feedback on github usage

Feedback given was positive. No changes needed.

Summary of feedback on DB

Feedback given was positive. No changes needed.

Summary of feedback on teamwork

Feedback given was positive. No changes needed.

Any other comments and issues

Check Point (CP) given, DUE:

List below agreed upon P1 list of features for final delivery which constitute product plan.

NOTE: after this meeting the team focuses solely on this P1 list of features, e.g. the development is in “feature freeze mode”. All listed P1 features (no more no less) MUST be delivered in usable way, free of bugs

Unregistered Users

1. Unregistered students shall be able to browse and search for available tutors on the site by course or major.
2. Unregistered students shall be able to register.
3. Unregistered students shall be able to view tutor details, pricing and read reviews without registering.

Registered Users

4. A student shall register with his/her first and last name and student ID.
5. A student shall be able to message tutors about potential tutoring.
6. Tutors shall apply to be a tutor after registering.

7. Tutors shall be able create a profile page with their qualifications.
8. Tutors shall be able to select what courses they tutor.
9. Tutors shall post available time slots for tutoring.
10. Tutors shall be able to message students regarding tutoring sessions.

Admin

11. Admins shall approve tutor posts and applications before they officially go live on the site.

Plan of action: Summary of plans for final several weeks e.g. what specific things will be done to address the above feedback in order to deliver on P1 features. This is IMPORTANT: analyze what needs to be done, prioritize based on two factors: a) importance for the product/user and b) cost/ability to deliver it in given schedule. Based on this come up with the plan then execute it. Focus is on P1 features only.

Most of the feedback that needs to be addressed are fairly straightforward such as moving the search bar to the middle of the screen, adding login/ register links to the top right of the page, and changing the color of buttons. Our two biggest problems that we need to solve at the moment are figuring out how to implement lazy registration and how tutors should apply. They are both essential to our website so they have the highest priority and should be ready to deliver by the deadline.