Meeting 1 (14/02/2023)

Students Present:

Szymon Smolen (Team Leader), Subhan Urfan, Dupinder Kaur, Keagan Robinson, Alanson Bendu

Students Absent:

George Kapaya (Team Secretary)

Meeting Agenda

1. Discussed interview feedback and details
2. Broke down the tasks into divisible parts for each team member
3. Created github repository
4. Planned next meeting

Meeting 2 (20/02/2023)

Students Present:

Szymon Smolen (Team Leader), George Kapaya (Team Secretary), Subhan Urfan, Dupinder Kaur, Keagan Robinson.

Students Absent:

Alanson Bendu

Meeting Agenda

1. Discussed the individual tasks we will each undertake
   1. Szymon – Design
   2. George – UML Use case and Class Diagram & Python
   3. Dupinder – Python and non-functional requirements
   4. Keagan, Szymon & Subhan – Using react to translate our design into an implementation through code
   5. Alanson Bendu – Database setup
2. Planned the next meeting

Meeting 3 (27/02/2023)

Students Present:

Alanson Bendu, George Kapaya (Team Secretary), Subhan Urfan, Dupinder Kaur, Keagan Robinson.

Students Absent:

Szymon Smolen (Team Leader)

Meeting Agenda

1. Discussed the progress on individual tasks we each were assigned and reallocated where necessary – Alanson was reallocated to the python based task due to doing most of it already, with George and Dupinder taking his place with the setup of our Database.
2. Discussed what else needed doing/was missing
3. Planned the next meeting

Meeting 4 (06/03/2023)

Students Present:

Alanson Bendu, George Kapaya (Team Secretary), Subhan Urfan, Dupinder Kaur, Keagan Robinson, Szymon Smolen (Team Leader)

Students Absent:

Keagan Robinson

Meeting Agenda

1. Discussed the feedback provided by our supervisor.
2. Updated each other on the progress of our individual programming tasks
3. Raised questions for the secretary to clarify with the client
4. Planned the next meeting

Meeting 4 (13/03/2023)

Students Present:

Alanson Bendu, George Kapaya (Team Secretary), Subhan Urfan, Dupinder Kaur, , Szymon Smolen (Team Leader)

Students Absent:

Keagan Robinson

Meeting Agenda

1. Discussed steps to finalise the requirements document
   1. Assigned people different parts to complete that hadn’t already been done
   2. Completion of the NDAs
2. Set a target of finishing the draft by Wednesday
3. Updated each other on the progress of our programming tasks