**Team 8 Meeting Minutes**

Meeting 1 (14/02/2023)

**Attendees:**

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

**Absences:**

* George Kapaya (Team Secretary)

**Agenda:**

* Discussed the feedback and details from recent interviews.
* Identified areas of expertise required for the project.
* Broke down the tasks into manageable parts for each team member.
* Established deadlines for each task.
* Created a GitHub repository for the project.
* Planned next meeting.

Meeting 2 (20/02/2023)

**Attendees:**

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

**Absences:**

* Alanson Bendu

**Agenda:**

* Discussed the individual tasks that each team member will undertake.
  + Assigned tasks based on strengths and expertise.
* Outlined the specific tasks for each team member:
  + Szymon: Design
  + George: UML Use Case and Class Diagram & Python
  + Dupinder: Python and non-functional requirements
  + Keagan, Szymon, and Subhan: Using React to translate our design into an implementation through code.
  + Alanson: Database setup
* Planned next meeting.

Meeting 3 (27/02/2023)

**Attendees:**

* Alanson Bendu
* George Kapaya (Team Secretary)
* Subhan Urfan
* Dupinder Kaur

**Absences:**

* Keagan Robinson
* Szymon Smolen (Team Leader)

**Agenda:**

* Discussed the progress on individual tasks that were assigned in the previous meeting.
* Reallocated tasks where necessary.
* Discussed any missing tasks or what else needed to be done.
* Planned the next meeting.

Meeting 4 (06/03/2023)

**Attendees:**

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

**Absences**

* Keagan Robinson

**Agenda:**

* Discussed the feedback provided by our supervisor.
* Identified areas for improvement and next steps.
* Updated each other on the progress of our individual programming tasks.
* Raised questions for the secretary to clarify with the client.
* Assigned tasks to specific team members to follow up from the questions.
* Planned the next meeting.

Meeting 5 (13/03/2023)

**Attendees:**

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

**Absences:**

* Keagan Robinson (Absent)

**Agenda:**

* Discussed steps to finalize the requirements document.
* Assigned specific parts of the document for team members to complete.
* Established a timeline for completion.
* Completed the NDAs (Non-Disclosure Agreements) that were required for the project.
* Discussed how they will be used and what information is protected by them.
* Updated each other on the progress of our programming tasks.
* Planned the next meeting.

Meeting 6 (20/03/2023)

**Attendees:**

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

**Agenda:**

* Detailed the required systems we needed to show as part of the demonstration.
* Raised questions to ask Omar.
* Discussed the timeline and assigned tasks due to the holidays coming up soon.
* Agreed on group calls via teams/WhatsApp for remote meetings during the holidays.
* Updated each other on what was completed and what was still yet to be done.
* Planned the next meeting.

Meeting 7 (27/03/2023)

**Attendees:**

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

**Agenda:**

* Reviewed the progress made on the individual programming tasks and identified areas that require more attention.
  + This needed extra detailing as communication would be harder during the holidays.
* Discussed any issues or roadblocks faced by team members and identified potential solutions.
* Planned the next meeting and agreed on meeting on Mondays throughout the holidays for convenience.

Meeting 8 – Remote (03/04/2023)

**Attendees:**

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

**Agenda:**

* Discussed the progress made on the Azure database setup and identified areas that require more attention.
* Discussed the progress made on the plotting of the data on graphs and the traffic light system issues.
* Discussed the progress made on the front-end development in React and identified areas that require more attention.
* Planned the next meeting.

Meeting 9 - Remote (10/04/2023)

**Attendees:**

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

**Agenda:**

* Discussed general progress of the project.
* Made suggestions of additional functionalities to implement in the app.
* Demonstrated programming work by running code for the rest of the group to see.
* Planned the next meeting.

Meeting 10 – Remote (17/04/2023)

**Attendees:**

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

**Agenda:**

* Discussed overall contributions made by team members during the project.
* Database details shared with the group so it could be accessed by them as well.
* Discussed difficulties in showing the data plotting on the react app.
* Planned next meeting.

Meeting 11 (24/04/2023)

**Attendees:**

* Szymon Smolen (Team Leader)
* George Kapaya (Team Secretary)
* Subhan Urfan
* Alanson Bendu

**Absences:**

* Dupinder Kaur
* Keagan Robinson

**Agenda:**

* Decided as a team based on supervisor feedback that a local database would be used instead of the azure database to make things easier functionality wise.
* Made some suggestions on how to connect the react app to our database.
* Based on supervisor feedback, we also decided to change our graph plotting system for ease of use
* Planned the next meeting.

Meeting 12 (01/05/2023)

**Attendees:**

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

**Absences:**

* Keagan Robinson

**Agenda:**

* Discussed the progress made on the plotting of the data on graphs and the traffic light system issues and made further improvements.
* Discussed how we would test our object-oriented code as well as other components.
* Allocated tasks for the project documentation.
* Discussed further functionalities we could also implement before the deadline.
* Planned the next meeting.