Meeting Notes

Meeting Notes: Week 1

This week our team met with our project sponsor in order to gain more information about the project. We gained insight into Checkfront's system, so that we have a more in depth understanding of the requirements. We also set up a time for weekly meetings with the client. Outside of our client meeting, our team spent time creating the project charter and gaining insights into Checkfront's operations. This helped us to understand the problem we will be solving for them.

Meeting Notes: Week 2

- The project sponsors will talk to Jason to see if we can get access to their source code.
- With the source code we will hopefully avoid having to reverse engineer the import endpoint.
- The interface is the test environment, but we can request more test accounts once we want to test our system with real data.
- It seems to the sponsors like we do have the right idea for the project, and are on the right track. We will start creating a small prototype in order to learn how to import, display, manipulate, and create/download csv files.
- Slack channel is still having technical difficulties, so the project sponsors will come up with an alternate open channel by Monday May 25th.
- The only thing we cannot show to the public in our e-portfolio is the source code or client names. However, we will show the sponsors our e-portfolio before hosting it publicly.

Meeting Notes: Week 3

- We gained an understanding of some source code that was previously used to import data for one specific customer.
- We were surprised that Checkfront had a program that they previously used. This was new information, but very helpful.
- This gave us ideas on how to build our system, and how to use the import endpoint.
- We demonstrated our prototype to the sponsors, and they felt like we were on the right track.
- However, the most difficult part of the project (data manipulation) was not completed in the prototype, so we will have to come up with a plan on how to tackle this.
- This weekend we will test and explore the provided source code from Checkfront.
- Monday we will have a brainstorming session to plan the rest of the project.

Meeting Notes: Week 4

<u>Monday's brainstorming session:</u>

- We came up with an actualized plan for our system. we decided which tools we would use, we added all of the tasks to the project backlog, and we estimated all of the tasks.
- As we cannot meet with the sponsors until Friday, we will use the rest of the week to get ahead with English and the e-portfolio. That way next week we can put all of our energy towards the project.

<u>Friday's client meeting:</u>

- Client's were happy with our proposed system. They wanted to know how unused columns will be handled. We decided that the user will be notified of which columns are unused, and then upon confirmation they will be ignored.
- We discussed a stretch goal for clients who include add-on items as separate columns rather than rows. This would entail transforming the add-on items into new rows under the same booking code.
- Answers to questions:
  - We can authorize via a GET to the ping endpoint
  - We will play around with the dev console - but looking like booking/form
  - We will use a private GitHub repository -- no need to use theirs
  - Give Jason, Rob, and Stef access to the repository. Harrison may also want access (we will ask via slack)
  - They can run the app locally so we don't have to host it (as its only used internally)
  - They don't want a log for which employee -- in order to get the authorization credentials employees would have to have logged in already to their system.

Meeting Notes: Week 5

- Clients were happy with the UI mockups.
- They helped us redesign the item mapping page to better meet their needs. We will change it so that we read through the CSV file to retrieve all unique item names and we'll use a dropdown with the Checkfront item name and ID to map them.
- Answers to questions:
  - They don't need a record of the unused headers.
  - We will include a cancel button (without logging them out), or a clear button to empty fields.
  - On success or on error we'll have two buttons (one to import with the same account and one to import for a new account → back to the login page)
  - The clients are happy with any location for the buttons.

Meeting Notes: Week 6

<u>Tuesday:</u>

- Jason showed us a simple node server to get us started
- Jason explained how node is used, and why we need the server as a middle-man.
  answers to questions:
  - we will have to use express -- it will be much easier to handle our http requests and will allow us to solve both of the issues we were having (with endpoints and accessing data)

<u>Friday:</u>

- Client was with the demo -- seems like we're on the right track. They anticipate we'll need more help once we start data validation and transformation.
- They are happy to accommodate more impromptu meetings one we get into the difficult

part of the project (mapping and transformation)

- Answers to questions:
    - That is a question we should redirect to Jason. The sponsors are happy for us to use either platform, but developers might be able to help us more with bitbucket (as they have access to the repo).
    - We are not going to deal with deployment, the sponsors will handle that internally once the project is complete.

Meeting Notes: Week 7

- We did not have a client meeting this week.
- We did talk to Jason at Checkfront regarding Winston. Winston is a logger we will be using in our application. We asked Jason for some advice on how we should be using the tool, as some of the documentation was confusing. He gave us some useful advice, and suggested we use the Querying and/or Streaming functionalities.
- We focused most of our energy on our English presentation and e-portfolio this week. That is why our productivity seems low.
- We expect that next week we will complete all of the tasks in our sprint, and we think that we will still be on track to completing the project on time.

Meeting Notes: Week 8

- We did not have any client meetings this week. The next scheduled meeting we have with the sponsors is on July 17th. However they did say that we can contact them and set up a meeting sooner if we need to.
- We had a project walkthrough with our team. Each team member explained their code, and showed the others how their components work. This allowed us to understand the parts of the project we had not seen yet.
- Friday we did sprint planning for the next sprint. Before today we thought we had until August 14th to complete our project. However, we recently learned that our work must be completed before August 3rd. That means we have one less sprint than we expected to finish our work. We now have to work extra hard to complete 50 units per sprint. We re-assessed our workload and created a plan to reach our target.

Meeting Notes: Week 9

<u>Team Meeting:</u>

- We completed some sprint planning on Monday, as a team member was not at our meeting last week. We finished assigning tasks and realized that we would all need to put in extra effort to reach our goals.
- We decided that we should all be focusing on functionality before we do any styling for the project.

<u>Challenges with Header Mapping:</u>

- When we did the item mapping for this program, we retrieved all of the Checkfront data from a single endpoint. We assumed that we would also be able to get all of the header data from another endpoint.

- However, we realized that Checkfront's booking/form endpoint only contains the certain headers (customer info and custom headers created specifically for the client).
- The /import endpoint has no documentation, and only accepts post requests. So we cannot see what information we need to supply.
- Fortunately, Jason's previous solution does POST to the /import endpoint. Therefore we will use his solution to hardcode the missing headers. This is not ideal (there may be other optional parameters we would want), but it's the only feasible way to continue.
- Another issue is that each item has different possible parameters (eg Youth, Child, Senior) that need to be mapped as headers. There is not an ideal endpoint to grab that data from. However Rob reached out to Jason, and they both suggested looking at the /stock endpoint. That endpoint seems to have enough information for the parameters, so we are going to try using that in our solution.

<u>Friday Client Meeting:</u>

- We talked to the project sponsors briefly about a scenario in which a client has items with the same name but different client item_ids. So essentially in their old system they had two different items that had the same name, and would need to be mapped to different items in checkfront's system. We found that the sponsors had never experienced a scenario like that in the past, however it is a possibility. Therefore we have incorporated this scenario into our solution, so that it can handle different items of the same name.
- We discussed where the /booking/form data comes from. We as our account was generic we thought it was missing much more data. However, Rob walked through the booking/form and showed us where it comes from. So now we can create custom headers to test our application. As the /import endpoint can't take GET requests he suggested we just hardcode any missing headers.
- We discussed parameters as headers. As each item may have different parameters, a user could make errors. However, it is not in the scope of the project to check for these situations. We will have to trust that the user will choose the correct parameter to match with their CSV parameters. We weren't sure where the parameter headers would come from, Rob wasn't sure either and said that he would reach out to Jason for help.
- Rob mentioned that Checkfront's system takes one parameter for Name (first + last name), however many clients separate those fields. Once our headers are mapped we will have to check how many fields are mapped to Name. If there are multiple we will have to concatenate them and insert them into a singular field.

Meeting Notes: Week 10

<u>Team Meetings:</u>

- Our team completed the sprint a day early. So we had our sprint planning meeting on Thursday instead of Friday.

- We added all of our remaining tasks to the sprint, and split up the work. We are feeling much more optimistic about the success of our project.

Client Meeting:

- We did a demo for our clients. We showed them how the solution works and what we have left to complete.
- They were very happy with the results so far. They felt that it was working well and that the functionality meets their needs. They did have a suggestion for another feature.
- They would like to see some form of auto mapping (where the system guesses the appropriate fields). This will help the sponsors save time. We are looking into it, and it seems like a feasible add on to the system.
- The sponsors would also like to set up a time for the team to go into their new office. This would likely be for a presentation (similar to our final presentation) sometime in August.
- The sponsors will set up a test account with test data, which will allow our team to test our system more thoroughly. (and with large amounts of data)

Meeting Notes: Week 11

Team Meeting:

- We have added some functionality based on the last meeting with our clients.
- The clients would like the items to be ordered alphabetically. they also want an option to toggle the ordering (alphabetically & by item ID)
- They would also like some kind of auto mapping (so it saves them time). It doesn't have to be 100% accurate, but anything would help.
- We did another code walkthrough with our team. Each of us went through how and why to build our components the way we did. This helped us to understand how the whole system works, and how the rest of the components function.

Friday Client Meeting:

- The clients have set up a demo with their manager Susan for July 31st (our next client meeting).
- We have also set up a date for the team to visit the Checkfront office and do a demo of our system (August 7th). This will be with a porsche test account , and test data. We'll wear masks to the meeting. Before going into the office, we'll also run through test runs with our clients to practice the demo.
- The clients are happy with the progress. They would like to see the system import the bookings in chunks of ten (or perhaps more) to improve efficiency. Our team is going to test checkfront's api. If their system is "all or nothing" for the booking chunks, we will be able to import them in chunks. However if their system still imports some bookings and not others in that chunk, we risk having duplicate entries if we include them in a 'failed-bookings.csv' file.
- The clients have suggested that we use the atlanta-booking csv file in our google drive to test large amounts of data.

Meeting Notes: Week 12

Team Meetings:

- We are done with all of the project tasks. However, we still feel as though we can do more during the last week.
- We want to continue testing the application to find additional bugs. We want to test with large quantities of data.
- We want to clean up the code and add comments before submitting them to our sponsors.
- We might slightly adjust the styling some more if we have time.
- We have a spreadsheet to keep track of bugs:

Issue#	Date (discove	Description	how often it happens? (re	How to replicate	Assigned to:	Status + date	Discovered by: (so people can ask questions)
1	7/30/2020	**Import CSV page:** if i select a file and click open. then select a another file (but leave it empty) it now says "no File Chosen" BUT i cal still click next. it saves the data from the previous csv file i chose.	every time	click "choose file" then click a csv and click open. then click "choose file" again. this time click cancel. then click the next button.	Natasha	July 31: In Progress	sam
2	7/30/2020	**Import CSV page:** it would be nice if when the user selects a file that is not a csv or when nothing is selcted the "next" button is disabled. then we can get rid of the pop up (to look cleaner)	every time	click the next button while nothing or a non csv file is selected		July 30: Unresolved	sam
3	7/30/2020	**All pages** not really a big, but to clean up the all the console logs - maybe also clean up comments/code	every time	look at the console while running program		July 30: Unresolved	sam
4	7/30/2020	**header mapping:** no warning if the user chooses the same checkfront header for 2+ csv headers. that would be nice (because if they proceed the data gets overwritten by the last match. (eg customer_name and customer_name --> instead of using first and last name)	every time	try choosing customer_name twice (with no other names) then click next.		July 30: Unresolved	sam
5	7/30/2020	**All pages:** i don't know if its my old eyes. but the shadow on the numbers makes it harder to read? also the #4&5 are lower than #1,2&3	every time	look at the numbers		July 30: Unresolved	sam
6	7/30/2020	**Validation:** some items may not have end_date/end_times. but the validation will say that there is no valid end_date. so won't push the data. We need to fix the validation so that if the end_date field is empty or doesn't exisit (like in the email csv test we have) it will still work. I think we would have to say if it doesn't exist that's fine. but if it exists then it needs to be valid.	every time	try importing the "email.csv" file. there is no end date. or try importing a file that does have an end_date BUT some fields are empty for end_date because they don't need one! you will see validation errors	Natasha	July 31: In Progress	sam
7	7/31/2020	**Result/Status:** it might be more clear to only show the "false" values for validation errors	every time	try uploading a file with a missing email or other required field		July 31: Unresolved	sam
8	7/31/2020	**Import CSV page:** the next button should be "info" coloured and the select file should be centered	every time	look at the import CSV page		July 31: Unresolved	sam
9	7/31/2020	**Mapping pages:** create another next button at the bottom of the page so the user does not need to scoll back up	every time	look at the mapping pages	Natasha	July 31: In Progress	Natasha

Client Meeting:

- The sponsors' manager Susan attended our check in this week. We did a demo for her in order to get some feedback. She had some questions regarding the customer name fields. We clarified that the user either chooses customer_name (for a full name), or customer_first_name and customer_last_name (if they are stored separately). Susan was very happy with the level of detail provided when there are validation and importation errors. The sponsors were also very happy with the ability to choose the booking chunk size (this allows you to determine the exact failed booking through 2 iterations of imports).
- Next Friday (august 7th) we will be visiting Checkfront's office to do a demo for the company. Before then we will do some practice runs with Rob.
- We have set up a time to do those practice runs with Rob: Tuesday August 4th at 2pm. During this time we'll also test a large amount of bookings.
- Our team will upload the source code to Checkfront's bitbucket.