### Meeting Minutes Tuesday July 14th (Demo)

Action Items:

* Linda to update BRD with new visuals by the end of the day tomorrow
* Front-end to merge modified code into staging server so partner has access to the MVP to present
  + Will change the letter, fix text sizing, explain the Swiping Mechanism, and add a button to desktop version of honey health
* Partner to upload a modified version of the kml to the staging database by next meeting
  + Inform the team if they have any issues or questions
* Partner to create the page on their website recipe.upendoagri.com by next meeting (this is tentative, if more time is required then let us know)

Decisions:

* Partner would like a GNU General Public License (GPL) and are aware that code will be available to public
* Honey flow is accepted for this deliverable save for minor UI changes

Meeting Minutes:

* Informed partner that for D2 we would need to do a full demo again
  + Let them see the adjustments we made, and provide us feedback in terms of an overall impressions
* Licenses discussed with the partner
  + According to partner, copy-left is probably better
  + Normal GPL, available for public use (nothing proprietary in the code)
  + Reasoning: a bit more referential, less open than the super open ones
    - Relatively common for software in general
* Demo of the code to the partner:
  + Explained the ability to access batch members by either entering the code in the landing page, or inputting a specific URL (so QR codes can take a user directly to a given batch)
  + Presented the desktop flow for both beekeeper and honey flow
    - Beekeeper page circle portrait is good, partner knows to update database images so that the ratio is appropriate
    - First honey type page looks great, informing the partner that the URL currently does not work. Partner will update the link in the future.
    - Honey harvest page looks good, no immediate changes
    - For the honey health page, instead of clicking text, click a button that says “read more.”
    - Similar to CO2, some amount of consumers are for reading more information, so we are providing that there for them
  + Mobile version
    - Beekeeper flow looks good, noticed that some of the pages have the footer missing, will add a media query to shrink text if the phone is too small
    - For letter page, add a letter border similar to desktop
      * Partner likes the parchment look
    - For the honey flow: indicate swiping for the bottom section of information between the green lines, so they know the text is changing (indicate there is a “flow inside of a flow”)
    - For all honey pages information display is good
  + Overall reaction:
    - Looks really good, happy with the overall look (“two thumbs up!”
    - Just want to make the small UI changes uploaded above
* Forest flow, coming up after D2
  + Front end has managed to get the kml to work
  + Keeping the red border? According to partner should be ok, but it depends on the kml.
    - The styling is within the kml itself, so it would be hard for front end to change it
    - Could make the file itself a different style, and save it (partner will handle this)
      * Partner to try to upload the kml on their own to staging for practice
  + Zooming would be to the responsibility of the team
    - Will make it centered on Tanzania and zoom in to the kml
* Partner Update - have found someone to make the content specifically for our app!
  + Share in WhatsApp group the links to the demos (this will be done via the staging application, partner has been informed that it may break for periods of time, but they can flexibly show app on their own time)
  + Front end team will provide backup screens on the BRD and trim out the older versions

### Meeting Minutes Tuesday July 7th

Actions Items:

* Partner to provide credentials to Google Maps API account (COMPLETED - provided API key)
* Front-end to update partner on aspect ratio for beekeeper portrait photo and letter photo (COMPLETED)
* Front-end to make final adjustments to beekeeper flow visual by next week

Decisions:

* Not oblong shape for the beekeeper portrait, will be made square with an equal aspect ratio
* The map will outline the park within Tanzania in the forest flow

Meeting Notes:

* Landing page, design is approved with the light colour on the side
  + Keep dark footer
* For the menu page, design is approved and partner leaves it to front-end to add extra design if time allows (they do prefer simplicity)
  + Change the colour of the background from gradient to lighter colour and make the icons bigger
  + Title font and design is fine
* For the beekeeper portrait, change the shape of the photo
  + Front end to tell partner the size range and aspect ratio so they can crop as needed
  + Oblong is only a for single person
    - prefer the square for the flexibility (allows family photos as well)
  + Make the text as big as possible
* For the letter, design is approved
  + Front end can decide the aspect ratio based on aesthetics and tell the partner
  + Square or close to square for the letter is probably better
  + No changes to desktop
* Email page, design is approved
  + On mobile design, spread out the input forms
  + Make the text as big as possible
  + No changes to desktop
* Forest flow discussion: Partner needs to create an account with Google Maps API, they have already reviewed the billing and are ok with using Google Maps
  + Want to outline the park with the kml map file
  + Want to shade the outline so the park looks offset (if possible)

### Meeting Minutes Tuesday June 30th

Action Items:

* Partner to complete CO2 mock-up (and have a look at <https://www.chartjs.org/samples/latest/>) and add to BRD by the end of the day Thursday July 2nd
* Partner to organize tasks in BRD (COMPLETED)
* Partner to provide email information to front-end team via WhatsApp (COMPLETED)
* Linda to share Trello board with Partner (COMPLETED)
* Back-end to add fixing of api access to the backlog in Trello (COMPLETED)
* Front-end team to check information provided by Arno on Google Maps API and present thoughts by next week
* Back-end to confirm that Honey flow contains the required information for display based on Partner’s mockup in the BRD by next week

Decisions:

* Dev team to complete items according to priority list written in the BRD, trying to finish as much as they can (however we cannot guarantee completion of every item)
* Theme of the design flow is that of natural honey coming from the forest: naturesque, green and gold, less honey focused
  + No particular attachment to the shape of the portrait, layout of icons on the menu, the icons used in the progress bar, the colour/shape of the next arrows

Meeting Minutes:

* Front-end presented the working version of the current design
  + Links directly to the menu, partner is happy with the current functionality, just desires a change in aesthetics
  + Email will information will be provided from partner so front-end can link it directly to them
* Update on the overall circumstances of the team, transfer of Natalia’s work to the rest of the team members
  + Ashwin is handling most of the backend tasks, which were largely front-loaded.
  + Conroy and Linda are handling the BRD, Trello and coordination tasks
  + The deadline for the next deliverable is (**small correction**) given extenuating circumstances is July 16th rather than July 9th
  + Team has created a list of tasks for the partner to prioritize in the BRD, the team will try their best to go through them in order of preference but there is no guarantee to finish every single one
* Discussion of aesthetics, changes and what to keep
  + Would like to emphasize the branding as coming from the forest, natural, organic honey
  + Very flexible on the way items are laid out in terms of size, positioning and filler so long as the forest theme is adhered to (i.e. using the leafy wallpaper and using green/gold aesthetic)
  + Partner is aware that certain pages, such as the beekeeper and menu may look quite large on the desktop, so dev team will attempt to make appropriate adjustments
* In regards to specific elements of the design
  + Landing Page:
    - Layout is fine, but would like to remove the bee to be coherent with the theme.
    - Add the wallpaper filler instead.
  + Beekeeper Flow:
    - No preference in terms of square or oval shape.
    - Progress bar can be either the bee icons or a leaf, not particular attachment, can be different shapes or design as well
    - Arrows can also be any design, so long as they match the theme (simpler is better)
  + Forest Flow:
    - No major comments/questions from the dev team about the design.
    - Dev team will follow Partner’s research on Google Maps API and get back by next meeting on how the zoom functionality will be incorporated (redesign to come first though)
  + Honey Flow:
    - Text will be configurable and come from the database (recipes will stay consistent)
    - Back-end team to confirm the Honey model contains the required fields for front-end to display
    - Honey harvesting and health information will be consistent for each flow
  + CO2 Flow: As confirmed earlier, will be consistent for each flow and provided within the next few days.
    - Consider using less text for the flow, using infographic displays and less technical language
    - Partner to look into Chart JS link to find graphs
    - Idea of comparing the CO2 emissions between Upendo honey and the honey from other brands in a flow chart
* Backend presented the functionality of the admin side and api endpoints
  + Slight issue with being able to modify api while not logged in, will be fixed

### Meeting Minutes Tuesday June 23rd

Action Items:

* Partner to provide the following items by **latest** end of the day Wednesday
  + Partner to provide forest image for landing page
  + Partner to provide email service provider security details for front end to implement
* Partner to have a look at front end mobile slides, and desktop as they are uploaded to the BRD
  + Provide feedback if there is any **latest** by noon Thursday (for development team)
  + Provide decision on fonts, if there is an opinion from the partner (whether to stick with Oxygen, or add another font, or style the header differently)
* Backend to discuss linking two extra attributes to the batch member model and decide by **the end of the day**
* Linda to provide a list of needed icons (which is open to adjustment) by Friday
* Partner to provide some icons to use for development by Tuesday

Decisions:

* Social Media API is unnecessary and will not be implemented for the application
* Icons can be kept as placeholders while the front end team develops (no need for attribution, as it is not commercial at the moment)
* Emails will be configured through the front end using a third party provider if the information can be provided on time.
* Forest photo will be used as the background for both mobile and desktop
* Each batch member will have a configurable logo and text that will be based on the menu page for their flow, this will be implemented as attributes in the database

Meeting Minutes:

* Front end presented flow to partner for feedback
  + Asked for opinions regarding font (undecided - currently deferred to development team)
  + Partner mentioned that they would ensure photos and uploads are of good quality for the site
  + Discussed the usage of temporary icons
  + Informed partner about the choices of a third party provider or backend integration for the message page, partner wants to use third party provider
* Partner discussed changes in opinions regarding social media as flow not being very shareable
* Partner would like having a configurable logo and link on the main menu page
* Walked through the BRD and confirmed decisions with partner - any outstanding information to be written down after the meeting

### Meeting Minutes Tuesday June 16th

**Action Items:**

* Partner to provide honey flow content by tomorrow morning
* Natalia to create a decision document to act as an agreement and tracking system before the next meeting
  + Natalia to provide partner with UML diagram and link to this document
* Partner to provide CO\_2 information in 10-14 days time

**Decisions:**

* 4 Flows decided by partner as well as their structure, BK page, honey page, forest, CO\_2
* Beekeeper team is to be cut from BK flow
  + Instead replaced with BK contact which dev team will implement to email directly to the partners
* Dev team to implement a single default BK for a given batch for the first deliverable
* Forest flow contains a single screen that involves a zoom in from world into an image
  + Dev team to determine how transition from map to image takes place
* Honey flow page only involves information from 2 varieties of honey, stored in database
  + Recipes will be stored on an external website that will be linked to
* CO\_2 page to be standard for all batches, and NOT store in the database
* Font used will be simple, and the same for both title/body
* Scroll direction will go from left to right on desktop with a click, users can navigate back with a back arrow
* Icons are to be made and provided by the partner within a couple of weeks

**Meeting Minutes:**

* Discussion of Backend Progress: Presentation of database model and the admin interface
  + The model each batch member is unique.
  + There can be many beekeepers for a batch member
  + Each forest and health is associated with a batch that has a unique alphanumeric code
  + Front end will be receiving information from backend API
* Question about: Are both types of Dark and Light honey a part of a given batch?
  + No, they are different batches that come from different seasons
* Seeing the [changes/decisions of Partner](https://drive.google.com/drive/folders/1sQSM25rGNjQAsVnBp9rGz6WrGw_CPWbh?usp=sharing): Decided on the following four flow structures
  + Beekeeper name, photo and contact them page
    - Contact them page set for all batches, rather than a team
    - each of them has a unique name, photo, letter & translation
  + Honey (variety and taste - 2 options), harvesting process, health fact (all batches)
  + Forest/Location (already have the map, one screen), forest background with text
    - Last Friday, discussed one screen from zoom out to zoom in chat (is that ok?)
      * According to Partner straightforward to implement with mapbox
      * Dev team to think of a way to implement the transition from map to image
    - Also confirmed map file is not necessarily kml, can be any map file
    - Mapbox is quite simple, need to decide on map api
  + CO\_2 page, the last one,
    - For any batch the CO\_2 will be standard
    - Update it very infrequently, will likely be hardcoded into the front end
  + Call to action page, Pure Joy Honey (PJH) page
    - no branding on it, just the photo on the background
* Font - use century gothic or something easy to read
  + keep the font simple for both the title and the body
* Will get icons made and get them to us in a couple of weeks, use placeholders for now
* Endless scroll or click? Decided upon button with arrow to go to next screen
  + Left to right for larger monitors, consider combining some flows into one page for desktop
  + Partner is ok with how we implement it
* Progress bar? Partner liked the idea
  + If there are a set number of pages, it will be easy
  + See if front end-team can do it for variable number of pages
  + Each icon has to do with the flow (as a design)
* If you have four BK to a batch, will we randomise to show only one beekeeper, have a flow with each of them or four different alphanumeric codes?
  + If we have each batch has an alphanumeric code, a batch has multiple Beekeepers (Adjust the text to say, featured BK)
    - For this development cycle have a default BK for each batch (one BK per batch, then target the BK's afterwards)
  + Decided likely to stay with same code to the same BK (always keep it consistent)
  + Decided to cut the beekeeping team officially
* For the navigation in general, keeping a menu:
  + Partner would like to have a pop up you click the icons to let you know information
    - Icon to have an animation possibly? (dev team will keep as extra feature at the end if time permits)
  + Partner wants the go back arrow
* For the message to BK:
  + Sending it through an email, tot stored in the database
  + Customer email and the message (Partner will follow up with the BK)
* For the honey flow recipes:
  + Provide a link to a recipe (single link for entire batch to partner’s website)
  + Content can be provided for all of the honey flow - this time tomorrow.
* CO2 is hard coded data on the front end:
  + Partner will provide with content ~ a week and a half
* Find a way to nail down final communication and track decisions that have been made
  + UML diagram for the backend
  + Front end final: possibly invision mockup? TBD
  + Natalia to create a googledoc to hold decisions

### Meeting Minutes Tuesday, June 9th, 2020

**Action Items:**

1. Upendo Partners to:
   1. Provide rough content decided on in decisions below for the beekeeper flow by tomorrow
   2. Look over icons and approve license by Friday
   3. Send officially formatted content by Saturday based on Linda’s redesign word count
2. Development Team to:
   1. Linda will redesign components including the handwritten letter, translation and portrait as well as provide a word count by Friday
   2. Backend Team (Natalia and Ashwin) to get back to Upendo on Sunday IF there are issues/changes in the content provided the day before

**Outcomes/Decisions:**

* Aim to the complete the Map flow by Milestone 2
* Allow flows to have customizable order with beekeeper flow having **3 template pages**
  + Upendo to provide content for said pages during development which include:
    - Beekeeper original letter
    - Beekeeper translated letter
    - Beekeeper Portrait
    - Beekeeper Team photo and descriptive text about photo
* Team to research social media API and defer decision about sharing flows or pages to when we implement the feature
* Link main website on the menu page with logo and url provided by Upendo
* Landing page is now the menu rather than any of the flows

**Meeting Minutes:**

* Batch is a homogenized lot of honey
  + See sample batch data in excel sheet linked on the Trello board
  + Linda to share honey traceability folder with the Trello board
* Presented the flows for the milestone 1
* Asked Upendo about milestone 2: What flow would they like to have done next?
  + Would like to do map next because it would give us more time to work out kinks in the design.
* Asked question about customizability of flows: Which of the following three options would they like?

1. Static flows (same order) with the same three templates

2. Customizable flows (variable order) with a single template

**3. Customizable flows (variable order) with 3 different templates**

* + Chosen option, 3 different templates where they can choose the order
* Asked about Social Media and sharing: Option to share a single page, or the whole flow?
  + Decision deferred to development team; team is currently going off of personal opinion
    - Team will conduct their own research to decide which is better
    - Also, will consider how simple it is to implement
* Obtaining content for the website: Which option would they like?

1. Leave content until after development is complete
2. **Or develop with the content provided**
   * Chosen option 2, Upendo to provide rough versions of a single code’s content by tomorrow.

* Question for the team: For the description of the beekeeper portrait first person or third person description?
  + Discussed: whether to have text under the portrait or not
  + Considered: Combine the letter and portrait together into one giant template (they are going to come in handwritten)
  + Planned: To have a picture of the letter, name of the person, avatar of person and English translation content ready
  + Decided: To still keep to three templates, Linda to make rearrangements of the space to include a picture of the original letter and translation in English
* Asked about Icon license: Would Upendo be alright with using third party icons?
  + Link to flaticon.com provided in WhatsApp, Upendo to get back to us by Friday
* Asked about linking to Upendo Honey Website: Do they want to link back to main website and where?
  + On the menu page, there is a logo and a website with more information (provided by them)
    - Intending to brand with PureJoy Honey
* Discussion for development team and Upendo: What do we consider as the landing page?
  + Considered whether they would like it to be more promotional (single path through a flow) or self-navigating (where users have access to a task bar along the bottom – similar to a regular social media app)
    - Decided to keep the flows, and current context menu, however changed the decision on the what the start of the application looks like
  + **Option A: Start with a menu (Saying to users – go and self-discover)**
    - Partner has decided on this option to give users the choice (less risky, pertains to their interest)
    - Can still see which flow they click on and which one they spend the most time on
  + Option B: Start with a flow (And we randomize between flow 1, flow 2, flow 3, flow 4)
* Question for team: What is the approximate word count we have more mobile?
  + Maximum word count we could possibly have for a mobile
  + Fewer words is better
  + Linda to provide word count and redesign of content by Friday.
    - Therefore, official content will be available by Saturday