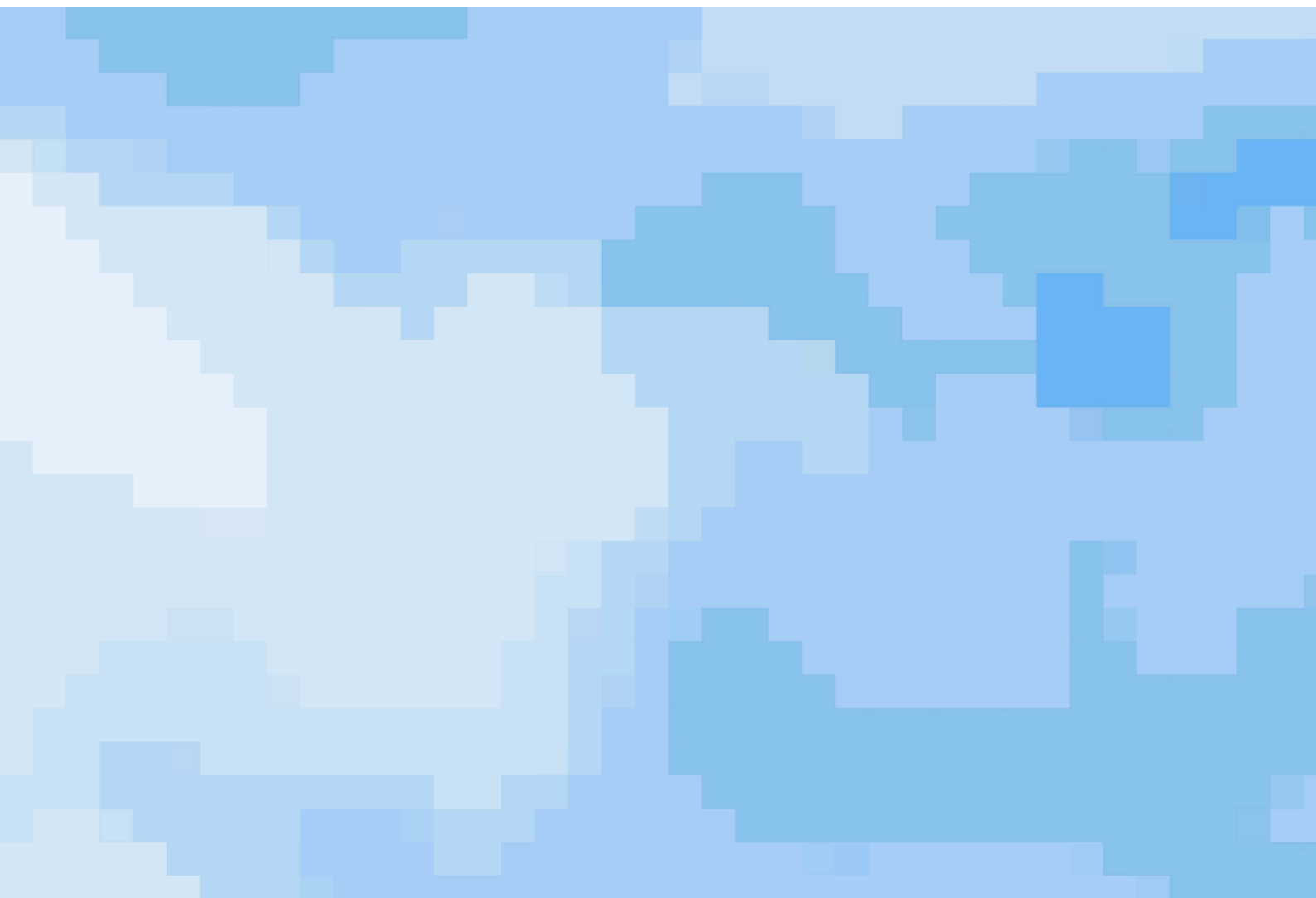




Software Project Progress and Documentation Meetings

Group: JARS with an E

Project: Napoelon's Adventures



Meeting Summary

Date: 3/3/25

Meeting Type: Drop-In Session

Objective: The purpose of this drop-in meeting was to receive feedback and guidance on project progression, documentation expectations, presentation preparation, and submission criteria. Particular attention was paid to mobile compatibility, security considerations, the evaluation process, and the refinement of the development and validation workflow. Feedback also covered technical infrastructure, such as the GitHub repository structure and Kanban board quality.

Discussion Points

1. Timeline and Presentation Preparation

It was confirmed that three weeks remain in the project timeline. Of these, two weeks should be dedicated to completing any outstanding development features, and the final week should focus on practising the final presentation. During the presentation, key points must be clearly highlighted to ensure assessors do not miss crucial aspects of the project. Time management during the presentation will be critical, and contingency planning for unexpected technical issues should be in place.

2. Game Deployment and Mobile Requirements

Concerns were raised regarding the use of Pygame and the need to ensure any downloadable content does not pose security risks. It was reiterated that the product must be secure and easy to run without additional system privileges. For mobile support, the specification should be reviewed carefully to determine whether mobile implementation is explicitly required. If it is, it must be demonstrated in the final product. If not, the team must document their reasoning behind prioritising other features.

3. Emphasis on Process Over Product

The assessment will prioritise the development process over the final product. A product that does not align with the specification or contains major errors may indicate that planning and execution during the process were inadequate. Therefore, thorough documentation and structured project management will be critical to achieving high marks.

4. Sprint 2 Functionalities and Feature Changes

The second sprint should continue building out core features, including email confirmation, additional minigames, leaderboard integration, game integration with the website, and improvements to overall visual appeal. Any changes to planned features—

such as shifting from QR codes to GPS—are acceptable, but they must be properly documented. All changes should be explained and justified within the design or planning documentation.

5. Documentation and Design Justification

All documentation should be written clearly and be accessible and easy to understand. This includes specification documents, implementation and validation checklists, and the design document. Design choices must be justified, particularly when using external examples or references. Documentation should reflect a structured development process and communicate decisions and changes effectively.

6. Kanban and GitHub Organisation

Specific feedback was given for the Kanban board and GitHub repository. For the Kanban board:

- The specification section should include long-form, multi-paragraph descriptions.
- Implementation and validation checklists must be developed.
- These checklists help maintain alignment when different people are responsible for different phases of the workflow.

For GitHub:

- The repository should be made public or linked through GitHub for Education to ensure transparency.
- Development should follow a feature-branch workflow, with each feature developed in its own branch, then merged into the main branch when complete and stable.

Clear GitHub graphs and branching history offer tangible evidence of contribution and help evaluators understand how the codebase evolved over time.

7. GDPR and Privacy Policy Implementation

A privacy policy should be integrated into the application in accordance with GDPR. The exact implementation method is flexible, but must be clearly justified in the documentation. If examples or frameworks are borrowed from external sources, proper attribution and rationale must be included.

Conclusion

This drop-in session provided crucial insights into both technical and procedural expectations for the project. From testing and security to documentation structure and presentation clarity, the session reinforced the importance of a transparent and well-

documented development cycle. The next steps will focus on finalising Sprint 2 features, refining the Kanban and GitHub structure, and ensuring that the project aligns with submission guidelines.

Next Steps

1. Finalise and test Sprint 2 functionalities.
 2. Review the specification to confirm mobile requirements.
 3. Complete implementation and validation checklists.
 4. Structure GitHub using feature branches and make it publicly accessible.
 5. Prepare clear, justified documentation for all design choices.
 6. Draft and implement a privacy policy, with rationale included in the design document.
 7. Begin preparing the presentation, with a focus on covering key features and design rationales.
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Action Items

- Ensure documentation is thorough, clear, and justified.
- Finalise key Sprint 2 features, including minigames and visual updates.
- Structure GitHub with public access and branch-per-feature workflow.
- Develop and complete implementation and validation checklists.
- Confirm mobile support necessity by consulting the specification.
- Prepare to rehearse and refine presentation content and timing.