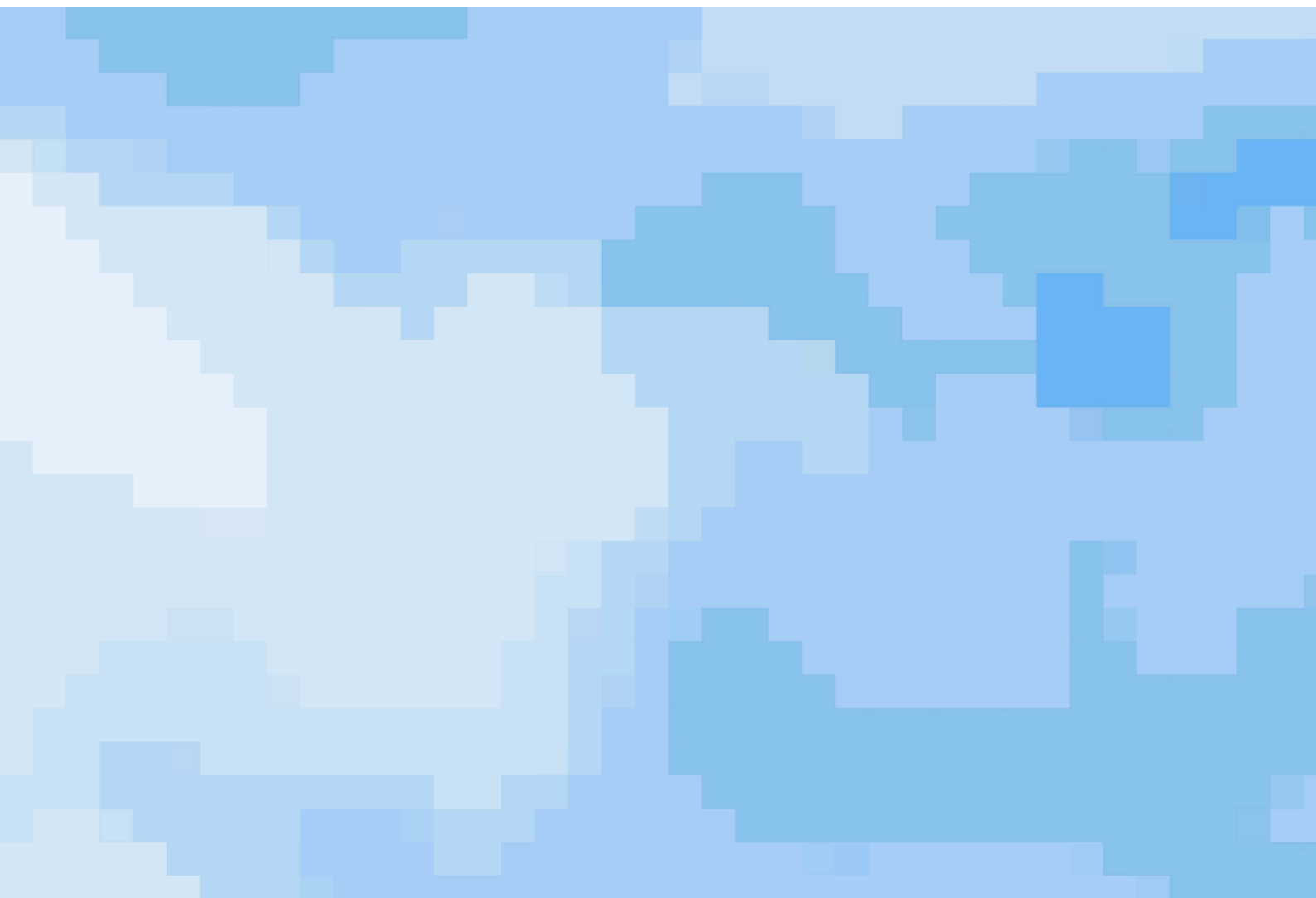




# Software Project Progress and Documentation Meetings

Group: JARS with an E

Project: Napoelon's Adventures



## Meeting Summary

**Date:** 14/3/25 & 17/3/25 (Consolidated Meetings)

**Meeting Type:** Online & Drop-In

**Objective:** The aim of these combined sessions was to prepare for the final submission phase by reviewing layout progress, aligning the project with submission criteria, and clarifying remaining documentation tasks. The sessions also included a drop-in with feedback on how to refine documentation, increase clarity around project deployment, and ensure compliance with client and university expectations.

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## Discussion points

### 1. Visual Review and Layout Feedback

The meeting began with a demonstration of the website layout to gather feedback on visual design and structure. A screen was shared to walk through the latest interface design updates, though there were minor technical issues with screen visibility. Once resolved, feedback was invited to identify any outstanding improvements before submission. Visual elements were largely approved, though improvements would continue incrementally.

### 2. Submission Document Preparation

Attention was directed to the upcoming submission documentation, particularly regarding the technical and administrative expectations from the university. It was emphasized that the README file must include working public links to both the GitHub repository and the Kanban board. These links must be accessible without permissions or private restrictions.

Additional feedback pointed out that the deployment must not require administrative privileges, as the application will be reviewed on university machines. The system must be easy to run, with clear setup instructions that assume minimal control over the testing environment.

Furthermore, peer review entries must include full and proper names to ensure clarity and avoid administrative issues. It was also confirmed that while HTTPS is not mandatory, a justification must be included explaining why the team opted not to implement it.

### 3. Testing, Compliance, and Presentation Assets

There was a strong emphasis on ensuring comprehensive test coverage throughout the project. All parts of the system should be tested, and evidence of this testing should be

easy to reference. The project must be fully specification-compliant, and all documentation should clearly show how each requirement has been met.

The README and documentation must explain how the project addresses the client's needs, particularly its relevance to the university's sustainability goals. Additionally, a reminder was given that the team has creative freedom for the final poster, which should be submitted in PDF format as part of the ELE product-document. Market research should be tied directly to how the platform serves the needs of the university.

#### **4. Pre-Drop-In Planning and Meeting Schedule**

During the meeting, it was agreed that an additional short session would take place 30 minutes before the upcoming drop-in. This would serve as a preparation period to organise questions and review the final submission expectations. Everyone was asked to read the submission document that had been circulated in the group chat and come prepared with specific queries. Any unresolved questions would be taken directly to the drop-in session for clarification.

The importance of this session was acknowledged as it represents the last opportunity to gain feedback before final submission. All members were encouraged to attend and contribute.

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### **Conclusion**

These sessions served to streamline final submission planning and ensure compliance across all aspects of the project. Visual design was reviewed, deployment constraints clarified, and documentation tasks finalised. A shared commitment to thorough testing and alignment with university goals was reaffirmed. The team will reconvene before the next drop-in for one final internal review.

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### **Next Steps**

1. Finalise README and ensure all links are publicly accessible.
  2. Document justification for skipping HTTPS implementation.
  3. Ensure full test coverage is written and summarised.
  4. Double-check peer review entries for full names.
  5. Prepare questions based on the submission document for the drop-in.
  6. Join early on the day of the drop-in to review open concerns as a group.
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## **Action Items**

- Update README with GitHub and Kanban links.
- Test the application's deployment process on a standard user laptop.
- Ensure the poster is complete and saved as a PDF for ELE.
- Cross-reference all work against specification requirements.
- Clarify sustainability and client relevance in the documentation.
- Join the prep session before the drop-in with prepared questions.