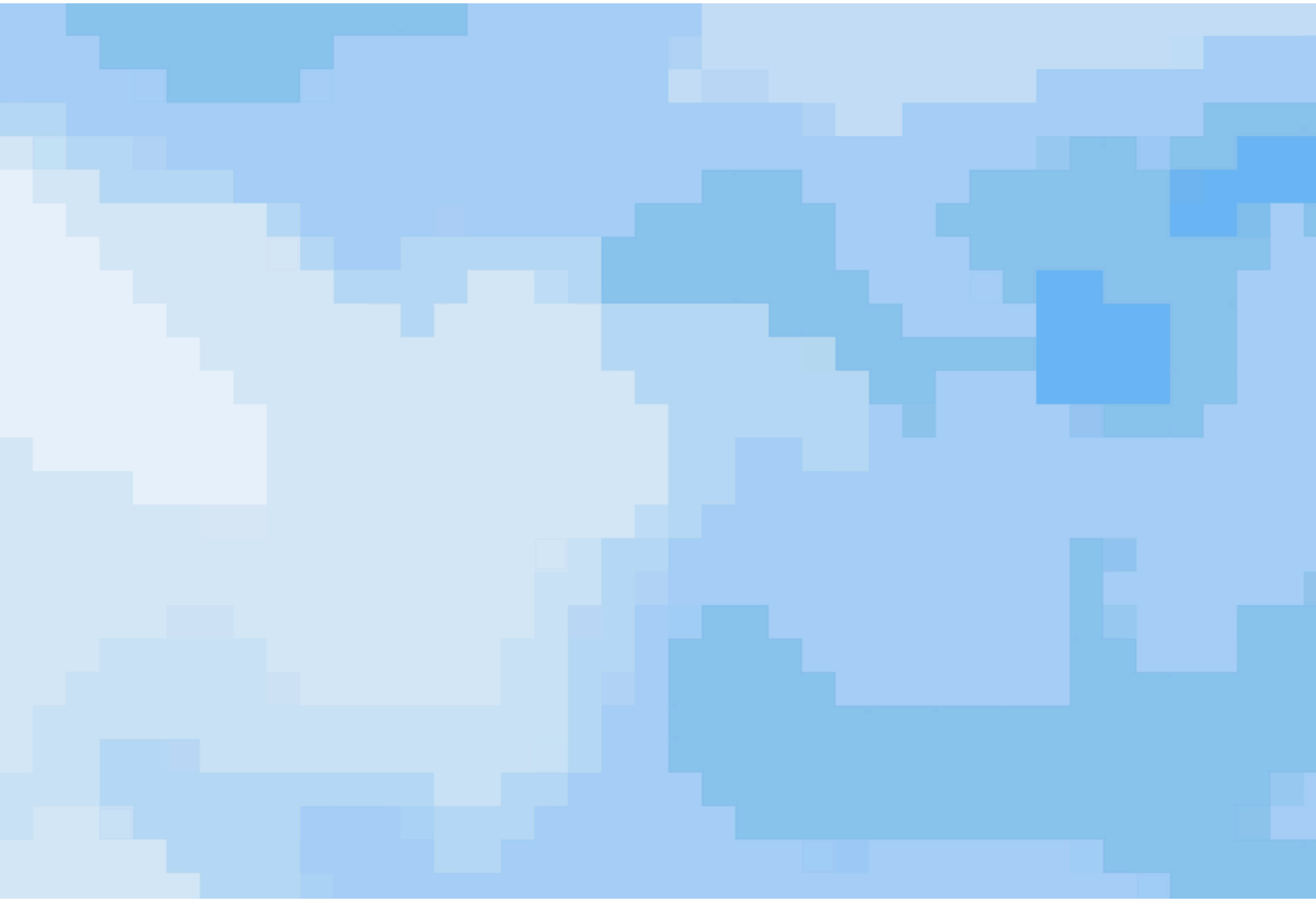
Software Project Progress and Documentation Meetings

Group: JARS with an E

Project: Napoelon's Adventures



Meeting Summary

Date: 02/03/2025 - 05/02/2025 (Consolidated Meetings)

Meeting Type: Physical & Online

Objective: Initially, our several meetings concentrated on establishing availability and setting up some basic collaboration tools and project specifications, initiating brainstorming for project ideas. Our focus remained on organizing actual work possibilities, technical prerequisites, and alignment in understanding project scope.

Discussion Points

1. Establishing Logistics & Availability

We kick-started the process by talking about the meetings the entire team could attend as well as the time for recurrent meetings. The emphasis was on a spiritedly maintained consistent schedule between meetings for steady progress of the project. Most of us had flexible schedules but a few were constrained by other academic and personal commitments. Because of the prior chats about everyone's schedules, we decided on the specific weekly times for meetings which could suit as many members as possible. Also talked about is the format of our meetings agreeing that even though we would prefer face-to-face meetings for certain tasks, online meetings would still remain an option for check-ins and task updates.

2. Clarifying Project Specifications

A vital part of the discussion has been comprehending and interpreting the project requirements. What were some of the questions we had about assessment criteria, engagement strategies, and integration of user feedback? Some of the questions were as follows:

- The best method to collect and incorporate user feedback: Should feedback be integrated into a final report, presented during project demonstrations, or influence ongoing development?
- Understanding location-based engagement: We debated whether this should involve user interaction within specific geographic zones or if a more generalized approach to user activity tracking would be sufficient.
- Assessment and grading: We needed clarification on how different aspects of the project would be weighted. Would there be specific requirements tied to user engagement, innovation, or technical execution?

All of these issues have contributed to our developing a more discerning understanding of the project expectations and differentiating points that needed clarification. Along with

this realization, there was a strong awareness that as development progressed, new uncertainties would likely surface and would need to be addressed in the future.

3. Technical Setup & Tool Selection

To streamline our workflow, we set up the necessary development and project management tools. We ensured that everyone had access to GitHub and understood its usage for version control. Additionally, we worked on setting up Django, verifying that each team member had installed and configured the framework correctly. Trello was selected as our primary task management tool, allowing us to track progress and manage responsibilities through a Kanban board.

4. Brainstorming & Developing Project Ideas

We dedicated significant time to brainstorming potential project ideas, aiming to identify real-world problems that our project could effectively address. Several promising ideas emerged:

- Plastic Waste Reduction: A reward-based system where users scan QR codes when refilling water bottles to earn points that can be redeemed for discounts at cafes or participating vendors. This would encourage sustainable habits and reduce reliance on single-use plastics.
- Energy Consumption Awareness: A system designed to promote responsible screen time and energy usage. Users would receive incentives for minimizing screen time, indirectly contributing to energy conservation.
- Food Waste Management: To tackle food waste, we considered implementing a system offering discounts for bringing leftovers. Additionally, a feature allowing users to upload photos of meals to estimate portion sizes and contribute to a leaderboard could encourage mindful eating habits.
- Waste Management Solutions: We explored solutions focused on the proper disposal of hazardous waste, such as batteries and vapes. A gamified system that rewards users for correctly disposing of these materials at designated collection points was proposed.

Every idea was evaluated based on feasibility, impact, and technical implementation. While each of them provided us with possibilities, they required more research and fine-tuning before the final direction could be determined for the project.

Conclusion

These meetings set a strong foundation for our project, providing that we agree on technical requirements, specifications, and initial project ideas. The meetings highlighted certain key areas in need of additional clarification while setting our work agenda going forward. Our next steps will focus on hands-on refinement of our project

idea, undertaking more research, and initiating early-stage development.

Next Steps

1. Take the shortlisted project prospects for further investigations into their f easibility and possible roadblocks to implementation.

2. Decide on the primary core focus of the project and note these down as main features in our solution.

3. Confirm that all team members have working GitHub and Django development environments.

4. Develop a well-structured project timeline that includes major milestones and deadlines.

Action Items

- We need an extensive review of the project specifications to identify the remaining areas that require clarification.
- GitHub Desktop must be installed and configured for version control on each one of your systems.
- We need to finish configuring Django and work to ensure that our development environments are operational.
- Some extra brainstorming needs to be done to hone our ideas. Each of us should bring in additional research and considerations to help figure out the path ahead.
- Everyone should put together an outline summarizing the important aspects of our shortlisted project ideas for presentation and discussion in the next meeting.