University of Southern Queensland

CSC6200 Advanced ICT Professional Project

EMPOWER APPS – TRAVEL WORK REPEAT MOBILE APPLICATION DEVELOPMENT

Final Project Report

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Version History

Version	Change	Date
1.0	Initial draft of final project report created using provided template. This included the executive summary and a draft of the other sections.	17/10/2024
1.1	Updated the methodology section to include the discussions and justifications including any other necessary information.	22/10/2024
1.2	Included the project report that incorporated how the project was handled, the outcome and the cost of the project.	25/10/2024
1.3	Included technology report where we documented the tools used in the project (Microsoft suite and Google search engine).	29/10/2024
1.4	The team management report was added which indicated the roles taken up by team members, the assignment of tasks and the strategies that we used in collaboration.	1/11/2024
1.5	Documented the communication report including the tools used in communication (WhatsApp, Microsoft Teams and emails).	5/11/2024
1.6	Defined and included the professional code of conduct and ethics that applies to this project according to the regulating bodies.	7/11/2024
1.7	Included the contribution distribution based on the tasks assigned to team members.	10/11/2024
1.8	Copied all minutes of the meetings that the team has had throughout the project from the document where we initially had it and included that as well as the activity logs in the appendix of the document.	15/11/2024
1.9	Final review on conclusion: refine the conclusions and created the final project report for submission.	22/11/2024

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1. Executive Summary

The “Empower Apps: Travel Work Repeat Mobile Application Development" project focuses on the production of a highly comprehensive project requirements document for the development of a mobile application for Travel Work Repeat, a startup based in Queensland, Australia. The app aims to connect travelling service providers with both mobile and static consumers based on their current geographical location consequently creating entrepreneurial opportunities for travelers.

Purpose:

The sole objective of this project is to detail the functional and non-functional requirements, the user interface design, technical recommendations, and scalability requirements that would be necessary to guide the development of the app. This document will act I said blueprint for the subsequent development of the minimal viable product (MVP) for travel work repeat.

Analysis:

The project identifies the key features of the application and possible challenges, such as the need for a location-based service discovery, secure management of data, creation of user profiles, and offline functionality. It also addresses the current gaps in the market such as the limited flexibilities that travelers have to sustain themselves through mobile work. The application is well positioned to meet these needs by the integration of features such as real time location updates call mom service filtering and secure messaging services.

Findings:

The key finding that we've revised for this project will include a wireframe prototype that would showcase the applications user interface and the core functionalities, detailed technical specifications for platform compatibility which are the iOS and Android systems in this case, and the best practices that can be adopted for ensuring scalability and security. These findings highlight the potential that this application has to redefine the workspace and creates a balance where work and travel can coexist and enable seamless interactions between the service providers and the customers.

Recommendations:

For the proper development of this app, we recommend that the development of location-based features and offline functionality of the app should be prioritized to enhance user accessibility devoid of their network capabilities. Also, focus should be drawn on securing user authentication and data encryption so that sensitive information would be protected. Additionally, the use of scalable technologies and modular designs should be prioritized to support future growth and feature additions to the application

2. Methodology Report

2.1. Methodology Statement

To attend to the needs of the Travel Work Repeat Mobile Application, the project team followed an Agile Methodology complemented with High-Level Architectural Planning.

The steps included:

- **Requirement Gathering**

  Stakeholders were first consulted in order to comprehend the specific requirements. These features were necessary for service providers (profile management and earnings dashboards), mobile customers (booking history and reviews), and static users (notifications of upcoming services). Mapped user stories and personas to guide the development process.

- **Design and Prototyping**

  Created low-fidelity and high-fidelity wireframes representing core functionalities, focusing on user flows of features such as account creation, location updates, and subscription management. Developed a high-level architectural diagram to outline system components, data flow, and interactions across platforms.

- **Feedback and Iteration**

  These wireframes were then presented to the client for review. Feedback on usability, placing of features, and alignment with user expectations was collected. Iterations were made towards refining the designs to clarity and the target audience's needs.

- **Documentation, Presentation and Finalization**

  Provided a Project Requirements Document with exhaustive details on both functional and non-functional requirements. System architecture, data models, and roadmap for MVP development were included. Final wireframes were placed in a structured report and supported with annotations that explain the functionality of each section. It was a deliverable that the client could use as a reference document in conceptualizing the structure of the application.

2.2. Justifications

Agile Methodology

- **Positive Aspects**
  Iterative sprints allowed for adaptability in incorporating feedback by the founder and changes in feature needs. A larger level of collaboration and communication in the team and with its stakeholders.
- **Negative Aspects**
  Continuous stakeholder involvement is required in Agile methodologies. This greatly contributed to project delays for want of input. Timeboxing of sprints constrained depth in exploration of certain technical features.

High-Level Architecture Planning

- **Positive Aspects**
  Provided a clear roadmap for integrations like encrypted messaging, real-time location updates, and multi-platform synchronization. Facilitated scalability through the integration of modular design principles.
- **Negative Aspects**
  Abstract level planning made the estimation of the development timeline hard to do precisely for all the features.

2.3. Discussions

The team took a structured approach where each sprint had a clear alignment with respective goals for the three identified user segments: Service Providers, Mobile Consumers, and Static Consumers. Among functional requirements, account creation and real-time location updates were prioritized in the early sprints; non-functional requirements, such as encryption and scalability, were iteratively addressed with the implementation of features.

During the prototyping phase, continuous refinement of the high-level architecture design focused on seamless interaction among components and between data. For instance, Real-time location updates would be designed to utilize the functionality of both GPS services and APIs based on the cloud. Standard industry protocols were used to embed encrypted messaging within this prototype.

2.3.1. Expecting Future Improvements of the Methodology

- **Prototype:** Instead of preparing wireframes, preparing interactive prototypes would increase the hands-on value that the client gets with the concept.
- **More User Testing:** Include potential end-users in the feedback loop to capture a broader perspective on usability and relevance of features. Real-life scenarios at prototype testing

to ensure that location updating, scalability, etc., work under realistic conditions. Utilize automated test tools to enable smoother testing of functional and non-functional requirements.

- **Early Definition of Scope:** The clear demarcation of technical constraints during the wireframing stage that the design should be viable for future development.
- **More Elaborate Documentation:** In addition, more details of documentation were to be provided, including user flow diagrams and feature prioritization matrices that could give further clarity.

  This methodology delivered a blending Agile with high-level architectural planning allowed the project to achieve its objective: to lay a solid foundation for the Travel Work Repeat application, without losing agility over emerging requirements.

3. Technology Report

3.1. Technology Statement

The primary tools utilized in this project were Microsoft Suite and Google Search Engines. These tools were crucial in organizing, structuring, designing and analyzing the application requirements thoroughly.

Microsoft Suite: Microsoft Word was used to draft the initial requirements document, create user stories and compile detailed description of application functionalities. Microsoft Excel was employed for the creation of data models and screen identifiers including the full description of the data models and parent-child relationship in data modelling. Finally, Microsoft PowerPoint was used to create and design wireframes and also curate presentation slides for the purpose of presenting the requirements document to client.

Google Search Engine: This was utilized for research purposes. It was used to acquire information on the existing applications and their features and to gain information on the existing competitors in the marketplace. It helped the team gather information about agile methodology that was then used in the process of requirements gathering and contributed greatly to the completion of the planning document and final project report as it provided important information.

3.2. Justifications

Microsoft Suite

To justify the use of Microsoft suite, we have put together the advantages and disadvantages of its use in this project.

Advantages:

- It is free of cost hence easily accessible to team members.
- It has a wide range of applications such as Word, Excel, Outlook, Teams that allowed the team to collaborate, process data, share notes and make use of the versatile spreadsheet application for filtering information for the screen names document specifically.
- All team members had advanced knowledge of using all the application in the suite hence it was user friendly.
- It has built-in security features that helped protect sensitive data, including encryption and access controls.
- It has a friendly user interface and provided technical support for troubleshooting and learning.
- They offered professional templates, tables and integration across other applications in the suite and helped the team track changes for review.

Disadvantages:

- When designing the wireframes in power point, the design was cluttered and had to be redesigned which was time-consuming.
- There were limited functionalities to represent visual requirements such as wireframes.
- Workflow can be disrupted when making frequent changes and update in Microsoft suite. The team always had to ensure overlooking items from the top to make sure everything was unaffected.
- The full suite of Microsoft applications does take up considerable space on one's device.
- Different versions of office applications are not always fully compatible so issues may arise when collaborating across different versions.

Google Search Engine

To justify the use of Google Search Engine, we have put together the advantages and disadvantages of its use in this project.

Advantages:

- Provides quick access to vast amount of information.
- Free access to multiple resources to gather requirements.
- It provided the team with useful information from technical details to market analysis.
- The search engine uses advanced algorithms to find highly relevant information.

Disadvantages:

- The information obtained required critical evaluation to ensure accurate and relevant information has been retrieved.
- There are data privacy and tracking by Google.
- There can be delays in information retrieval due to having to sift through vast amounts of search results.
- Sometimes results were not returned.

3.3. Discussions

Adaptation of Technologies

Google Search Engine:

- This tool was crucial in providing foundation of features that needed to be included in the application and by researching the existing application/website and the industry standards, we were able to ensure that the documents provided to the client met the necessary requirements.
- It also provided guidance and insights with visual examples of user interface designs and data models that helped the team in designing the wireframes and curating the data models to align with best practice.

Microsoft Suite:

- Microsoft Word and Excel primarily allowed the team to collate the requirements gathered from the stakeholders. These tools helped the team facilitate the iterative process of making amendments based on feedback provided by the client making it possible, so the document is up-to-date and always accurate.
- Microsoft PowerPoint was especially useful in the creation of visual presentations directed towards presenting the project outcome to stakeholders. The team's ability to make use of templates, charts and animations made it possible to convey information in a clear and engaging manner to the client.
- This tool also served in analysing and categorising user cases.

Future Recommendations

Google Search Engine: The team can continue utilising this tool for future projects due to its efficiency when it comes to gathering relevant information with similar outcomes. However, to enhance the accuracy and depth of the information this search engine provides, the team should focus more on academic research. By using enhanced research methods such as the google

scholar or even the google advanced search engine, the team can have access to a wide range of information.

Microsoft Suite: The use of this package proved to be effective. However, the integration of real-time online tools like Google Docs can make for effective team collaboration. The team should continue to use Microsoft Teams for video conferencing, discussion of updates, sharing documents and scheduling meetings. Word, Excel and PowerPoint should also be used to reduce the manual effort that go into carrying out project so that productivity will remain optimum.

4. Project Report

4.1. Project Outcome

Review of Problem Definition

The project, Empower Apps: Travel Work Repeat Mobile Application has been conducted in accordance with our initial project plan. The objective was to gather requirements needed to design a mobile application dad facilitates entrepreneurial connections between service providers and consumers (static and mobile).

The project followed a structured approach that was outlined in the plan unincorporated user stories, functional and non-functional requirements, and wireframe designs to ensure alignment with the client's goals. The requirements were first collected through consultations in form of meetings and updated after feedback sessions and we also took into account the competitors in the marketplace. The deliverables of this project includes a clear blueprint in the form of a requirements document and wireframes that would aid the development of this application that would bridge the gap between service providers and consumers and also provide a user-friendly navigation system.

Project Deliverables

Below is a table showing the deliverables of this project based on the target consumers of the mobile application presented in the business case.

Table 1 – Functional requirements

FUNCTIONALITY	SERVICE PROVIDERS	MOBILE CONSUMERS	STATIC CONSUMERS
Account Management	- Create and log into their account. - Add profile details: occupation, pricing, qualifications, reviews, photos or videos, and identification documents	- Create and log into their account.	- Create and log into their account.
Location Management	- Update their location in real time or schedule it in advance.	- Update their location in real time or schedule it in advance.	- See service providers within close proximity
Subscription Management	- Subscribe to and manage their subscription, including activation and deactivation as needed.	- One time purchase	- One time purchase
Communication	- Exchange messages with consumers through an integrated messaging system.	- Message service providers through the app.	- Message service providers directly.

User Controls	- Lodge complaints through the app interface. - Block customers as necessary.	- Lodge complaints to address service-related issues. - Block service providers for privacy or safety concerns.	- Lodge complaints to address service-related issues. - Block service providers when required.
Navigation and Accessibility	- View maps and lists showing customer locations. - Receive offline notifications for critical updates.	- View maps and lists showing service provider locations.	- View maps and lists displaying service provider locations.
Service Discovery	N/A	- Search for service providers using filters for location and service type	- Search for service providers based on location and service criteria.

Non-Functional Requirements

- **Performance:** The application should operate efficiently, ensuring negligible delays when using any feature.
- **Reliability:** The application must maintain minimal downtime to ensure consistent availability.
- **Encryption:** User data, including messages and personal information, must be encrypted for security.
- **Synchronization Across Platforms:** User data should seamlessly synchronize across multiple platforms.
- **Scalability:** The application should be designed to accommodate future feature additions effortlessly.

Wireframes, Data models and Technical Recommendations

Wireframe was designed to show the applications layout and user interface and data models were developed to determine the use cases and entities. We also provided recommendations for security requirements that can be incorporated into the aspects of the application.

Quality of the Project

From a user's perspective, the project outcome effectively addresses the client requirements and delivers a comprehensive and user centered document that ensures that the prospective application will be reliable in a way that the core functionalities such as the location-based service discovery, messaging and offline updates will meet the user's expectations. It is also usable as it places emphasis on the UI/UX design and provides easy accessibility features for all users including the service providers, the mobile consumers, and the static consumers.

From a developer's perspective, the requirements document supports feature updates and future development, maintainability, reliability, portability and efficiency. This is because it provides a detailed technical recommendations, modular designs and the wireframes that would help facilitate easier updates and extensions of the application while also providing security and scalability considerations that can be incorporated into the system to handle increasing use without compromising the app's performance. Since it's a mobile application provided on iOS and Android platforms, it is portable and its efficiency is based on the well-defined data models and performance requirements that would ensure that the app functions smoothly and runs efficiently .

4.2. Cost of the Project

Resource Cost

- **Hardware:** No hardware was required for this project as we are tasked with app development.
- **Software:** The project focused on the creation of wireframes, documenting requirements and providing recommendations, so our team made use of Microsoft office and cloud services for document storage which we had free access to through educational keys provided by the university.
- **Additional costs** (internet for meetings): **$200**

Time Cost

Below is a table of the time cost based on the roles of the team members and the time taken to carry out activities in each week.

Table 2 - Time cost

Role	Activities	Tools	Frequency	Weekly Time Cost
Project Manager (Chukwunonso)	Scheduled meetings, provided project updates, daily check-ins and developed screen names	Microsoft Teams, WhatsApp and Emails	Daily/Weekly	9 hours/week
Business Analyst (Rashini)	Non-functional requirements updates, developed user stories	Microsoft Teams and Emails	Weekly/ As needed	7 hours/week
Technical Lead (Nilakshi)	Technical requirements and security discussions	Microsoft Teams and Emails	Weekly/ As needed	6 hours/week
UI/UX Designer (Prithi)	Designed Wireframe and UI/UX interface	Microsoft Teams and Emails	As needed	7 hours/week
Data Analyst (Onaopemipo)	Functional requirements, UI feedback, created data models	Microsoft Teams and Emails	Weekly/ As needed	8 hours/week

Labor Cost

The labor cost for this project is listed based on the hours that each team member dedicated to this project and their rate per hour.

Table 3 - Labor cost

Role	Hours worked	Hourly rate (AUD)	Total **Cost (AUD)**
Project Manager	90	$65/hr	$5850
Business Analyst	70	$50/hr	$3500
Technical Lead	60	$58/hr	$3480
UI/UX Designer	70	$40/hr	$2800
Data Analyst	80	$64/hr	$5120

- Total cost - **$20,950** (including internet)

Variations between estimated and actual costs

The table below details the variations between the cost estimated in the project plan compared with the actual cost it took to undertake the project.

Table 4 – Cost Variation

Role	Estimated Hours	**Actual** Hours	Hourly Rate (AUD)	Estimated Total Cost (AUD)	**Actual Total Cost (AUD)**	Variations in Hours	Variation in Cost (AUD)
Project Manager	100	90	$65/hr	$6500	$5850	-10	$-650
Business Analyst	80	70	$50/hr	$4000	$3500	-10	$-500
Technical Lead	90	60	$58/hr	$5220	$3480	-30	$-1740
UI/UX Designer	70	70	$40/hr	$2800	$2800	0	$0
Data Analyst	80	80	$64/hr	$5120	$5120	0	$0
				$23,640	**$20,750**		

Comments on cost variation

From the table above, it can be seen that the total cost that was estimated in the project plan was $23,640 (excluding internet) but the actual cost it took to undertake this project was $20,750 which means that the team saved the project sponsor a total of $2890.00. We can see that the project manager worked ten hours less than estimated and so did the business analyst, the technical lead on the other hand worked 30 hours less but the UI/UX designer and the data analysts worked the exact hours that we estimated. Notably, We had estimated that this project would take a total of 12 weeks to complete however, it took only 10 weeks.

Lessons learned from project cost estimation

- One important take away from this is that in estimating the cost of a project it is important to budget and plan resource allocation accurately as we can see that the estimates were close to the actual costs so this project was well managed by the team.
- The reduced actual hours worked by the project manager and the technical lead indicates efficient work practices which in turn highlights the importance of promoting productivity and efficiency within the team.
- There is a need for role-specific accuracy because the role of the UI/UX designer and the data analyst shows the predictability of their workloads which indicates the need to always consider the nature of each role when making time estimates.
- Continuous monitoring and clear communication are very important as the team regularly tracked progress against the estimated hours to ensure that there were no discrepancies and to also allow for timely adjustments which is a practice that can help improve future estimations and project outcomes.

5. Team Management Report

5.1. Team Organisation

Teamwork was systematically organized to ensure smooth collaboration, task tracking, and deliverable completion. The team adopted the Agile methodology, which allowed for iterative development and frequent reassessments of priorities. Weekly sprints were used to structure tasks, and progress was monitored against predefined milestones.

Approach to Organisation

- **Task Assignment**: Tasks were divided based on individual expertise, with team members specializing in technical (e.g., user stories, wireframes, data models) and non-technical (e.g., client interactions, requirement gathering) roles.
- **Weekly Team Meetings**: Meetings were scheduled to discuss progress, address challenges, and plan for the next sprint.
- **Collaboration Tools**: Microsoft Teams was used for file sharing, documentation, and formal video meetings, while WhatsApp served as ad hoc communication channel for day-to-day updates, task reminders, and clarifications.
- **Accountability**: Each team member was responsible for updating the group on their progress, ensuring transparency and ownership. Daily check-ins via WhatsApp guaranteed alignment and efficient tracking of minor updates.

5.2. Team Structure and Roles

The team followed a hierarchical structure with clearly defined roles to balance leadership, technical execution, and project coordination.

Team Structure

The team was structured into functional roles to ensure that each aspect of the project received the necessary attention.

- **Project Sponsors (Adam and Carmel Wooding):** Responsible for the overall supervision of the strategic development and finance of the project.
- **Project Supervisor (Dr. Denbi Newton):** Provides insight, guidance, and feedback on the project to ensure its alignment with professional standards.

- **Project Manager (Chukwunonso Noella Akaeme)**: Coordinated the overall project, tracked deadlines, and served as the primary point of contact with the client and supervisor.
- **Business Analyst (Rashini Dinelka Sahabandu):** Focused on gathering requirements, documenting business processes, identifying non-functional requirements, and writing user stories to clearly capture the needs of end-users and translate them into actionable tasks for the development team.
- **UI/UX Designer (Prithi Vandana Ram):** Created wireframes and user-friendly designs, ensuring the user interface aligned with the app's goals.
- **Technical Analyst (Nilakshi Malika Dissanayake):** Defined technical requirements, focusing on scalability, security, and the system's backend functionality.
- **Data Analyst (Onaopemipo Ayomide Adu):** Developed data models and helped with recommendations for database design and usage.

Role Responsibilities

- **Technical Roles**
    - **UI/UX Designer**: Designed intuitive wireframes for the app interface, enabling seamless user interaction.
    - **Technical Analyst**: Evaluated tools and frameworks to ensure system scalability and secure data transmission.
    - **Data Analyst**: Created detailed data flow diagrams, highlighting the interactions between users, databases, and backend systems.
- **Non-Technical Roles**
    - **Project Manager**: Managed timelines, addressed risks, and facilitated decision-making during team discussions.
    - **Business Analyst**: Functioned as a liaison between the team and stakeholders, ensuring all deliverables aligned with the client's vision.

5.3. Team Management

Process Followed

The team adhered to a structured workflow:

- **Initial Phase**
    - Defined the project scope and objectives through stakeholder consultations.
    - Created a Work Breakdown Structure (WBS) to allocate tasks efficiently.
- **Execution Phase**
    - Weekly meetings to assess progress and adjust priorities as needed.
    - WhatsApp was used daily for quick updates, task discussions, and reminders.
    - Deliverables (e.g., wireframes, requirements document) were peer-reviewed to ensure quality.
- **Final Phase**
    - Compiled the final project report and conducted rehearsals for the project presentation.

Challenges and Resolutions

- **Delayed Feedback from Client**
    - **Issue**: Feedback from the client on wireframes and requirements was occasionally delayed.
    - **Resolution**: Established clear deadlines for feedback and followed up via email and WhatsApp to expedite responses.
- **Scheduling Conflicts**
    - **Issue**: Team members had different academic schedules, causing delays in meetings.
    - **Resolution**: Asynchronous communication on WhatsApp ensured updates were shared without requiring everyone to be present simultaneously.
- **Technical Issues**
    - **Issue**: Difficulty in selecting the best tools for data modelling and design.
    - **Resolution**: Conducted comparative research on tools (e.g., Draw.io, Figma) to finalize choices.

Successful Strategies

- Regular peer reviews enhanced deliverable quality.

- Clear documentation of meeting outcomes helped in aligning team objectives.
- Frequent communication through WhatsApp kept the team connected and informed.

5.4. Other Discussions

- **Lessons Learned**:
    - Role clarity and structured workflows significantly improved team efficiency.
    - WhatsApp was an effective tool for quick, informal updates and maintaining daily communication.
- **Recommendations**:
    - Future projects should include a clear communication protocol combining formal tools (e.g., Microsoft Teams) with instant messaging tools (e.g., WhatsApp).
    - Emphasize initiative-taking client communication to mitigate feedback delays.

6. Communication Report

6.1. Communication and Meetings

Team Communication

Communication within the team was consistent and well-organized, ensuring everyone stayed informed about progress and challenges.

Tools Used

- **Microsoft Teams**: Primary platform for real-time communication, video meetings, and file sharing.
- **Email**: Used for formal updates, client communication, and feedback requests.
- **WhatsApp**: Used extensively for informal, real-time communication, including task updates, reminders, and quick queries.

Frequency of Communication

- Weekly team meetings were held for detailed progress discussions.
- Ad-hoc updates and discussions took place daily via WhatsApp to ensure consistent communication.

Challenges and Resolutions

- **Missed Updates**:
    - **Issue**: Some team members occasionally missed updates due to overlapping schedules.
    - **Resolution**: Meeting notes were shared via Microsoft Teams, and WhatsApp was used to provide quick recaps.
- **Delayed Responses**:
    - **Issue**: Some asynchronous messages on Teams and email took time to get responses.
    - **Resolution**: WhatsApp reminders ensured team members responded promptly.

Meeting Management

- **Structure**:
    - Meetings followed a predefined agenda shared beforehand to ensure focus.
    - Action items were clearly documented at the end of each meeting.
- **Effectiveness**:
    - Most meetings were productive, though some ran overtime due to extended discussions.
- **Improvements**:
    - Introduced timeboxing for agenda topics to streamline discussions.
    - Used shared calendars to improve attendance.

6.2. Other Discussions

- **Lessons Learned**:
    - Regular updates and clear documentation ensured transparency.
    - Establishing SLAs for response times improved asynchronous communication.
- **Recommendations for Future Projects**:
    - Schedule shorter but more frequent check-ins to reduce the need for lengthy meetings.

- Hold structured reviews after major milestones to assess what worked well, what challenges were encountered, and what could be improved. This iterative feedback process helps refine workflows and avoid repeated mistakes.
- Implement a structured approach for regular updates, such as using weekly written reports summarizing progress, challenges, and next steps. This ensures transparency and keeps everyone aligned on project goals without requiring extensive meeting time.

7. Professional Code of Conduct and Ethics

7.1. Code of Conduct

Throughout the TWR app project, the team ensured to adhere to the Code of Conduct that set the ethical and operational framework for the project, ensuring professionalism and collaboration were maintained throughout the development lifecycle.

Social Contract and Team Principles:

- **Integrity and Honesty:**
  - **Definition:** All team members were expected to act with honesty and transparency in all interactions.
  - **Implementation:** Regular project status updates were shared during meetings and in the groups ensuring transparency and accountability and this minimized misunderstandings between team members which is in accordance with the ACS Code of Professional Conduct (ACS, 2024).
  - **Example:** During the requirements gathering phase, team members openly discussed the challenges they were facing in their allocated sections, this allowed the team to collaboratively address the issues and come up with solutions together.
- **Respect and Inclusiveness:**
  - **Definition:** Every team member is expected to ensure diverse opinions were valued, and an inclusive environment is fostered.
  - **Implementation:** Team meetings encouraged equal participation, ensuring availability of all team members was considered and all members contributing to discussions and decisions.

    - **Example:** A technical disagreement on how the User Stories should be created and what should be included was resolved by getting everyone's opinion which led to a general Outcome of the User stories with everyone's idea being incorporated.

- **Accountability:**
    - **Definition:** Members were responsible for their tasks and committed to meeting deadlines.
    - **Implementation:** A Private Microsoft team group with all the team members was created and members regularly updated their task status which was used to track the progress of each respective task.
- **Commitment to Professional Development:**
    - **Definition:** Continuous learning and Skill development are encouraged for all members.
    - **Implementation:** Members shared materials and video links in order to get more knowledge about the scope and know-how of the project especially in the creation of user stories and integrating wireframes based on the stories.
    - **Example:** Team members collaborated on learning how to construct user stories and wireframes to enhance project outcomes.

Conflict Resolution and Non-Compliance:

- **Minor Non-Compliance:** Informal discussions were held on the private team group chat to address minor issues, such as lateness to meetings.
    - *Example:* A team member who was late to the agreed team meeting without prior notice was reminded of its impact on the team project, and the issue was resolved amicably.

Evaluation of Success of Code of Conduct:

The Code of Conduct was able to successfully address issues and situations faced by the team. Transparent Communication methods and Conflict resolution stated in the Code of conduct were adhered to as weekly check-ins and open discussions were encouraged to ensure everyone's idea aligned and address any concerns. This approach helped maintain a very respectful, non-hostile and collaborative environment between the members.

In the future, Mandatory bi-weekly progress meetings should be ensured as this would improve performance and ensure more alignment of team members with one another.

7.2. Professional Ethics

Our team adopted a series of well laid out Professional ethics principles and these guided the team's decision-making, particularly in handling sensitive data and maintaining high work standards while keeping in line with the industry's best practices drawn from ACS, ACM and IEEE_CS.

Issues and Actions throughout the Project that dealt with Professional Ethics:

- **Respect for Privacy and Confidentiality:**
    - **Issue***:* Handling client and user data required careful adherence to privacy laws.
    - **Action Taken***:* -Sensitive Client data and User information used were only passed through a private channel created for just the team members which restricted data access to only the authorized personnel. This ensured compliance with the Australian Privacy Principles.
- **Commitment to Quality and Competence:**
    - **Issue***:* Ensuring that all sections and deliverables met high professional standards and are of the highest quality.
    - **Action Taken***:* Extensive quality assurance processes, including peer reviews, feedback and discussion were carried out. This action was successful in meeting deliverable expectations thereby improving client trust.
- **Avoidance of Conflict of Interest:**
    - **Issue:** Potential bias during the evaluation phase of deliverables done by team members.
    - **Action Taken***:* Team members disclosed if they had potential conflicts with the member in charge of the assessed section to avoid bias and impartial decisions on the work done.
- **Protection of Intellectual Property and Confidential Information:**
    - **Issue:** All business and Client-related information and deliverables were protected with secure authentication, and intellectual property rights were upheld.
    - **Action Taken:** Wireframes and data models were stored in an encrypted Excel file which is accessible only to Team members and any other authorized person.

Recommendations for Improvement:

- Ensure each team member undergoes regular training in privacy and security to stay updated on best practices.

- Assign a well-trained team member to oversee the compliance with Professional ethics and principles.

7.3. Privacy

Data privacy and data management was a critical aspect of the project, which ensured we put in place measures to protect user and client information in alignment with legal requirement and the industry's best practices.

Issues and Actions:

- **Access Control:**
    - **Issue***:* Preventing unauthorized access to sensitive information.
    - **Action Taken***:* Private channel with only the team members was created thereby limiting access to only team members and also encrypted excel files limited to just team members and those with authorized access such as the Supervisor and client. This approach successfully reduced the risk of data breaches.

Recommendations for Improvement:

- Assigning a member to oversee and carry out privacy audits in order to identify and mitigate any breaches or vulnerabilities.
- Introduce the use of comprehensive access monitoring tools to detect any unauthorized data access attempt promptly.

8. Contribution Distribution

The following table outlines each team member's contribution percentage to key tasks in the TWR project, reflecting the distribution of the main tasks and deliverables. This table summarizes the team's collaborative effort to ensure project milestones were achieved:

Table 2 – Contribution Distribution

Main Tasks	Chukwunonso	Onaopemipo	Nilakshi	Prithi	Rashini
Meeting Documentation/Screen names development	45%	10%	10%	10%	10%
Security Control	5%	10%	45%	10%	10%
User Stories	10%	10%	10%	5%	45%
Wireframing	10%	10%	5%	45%	10%

Data Models	10%	45%	10%	10%	5%
Project Plan	10%	10%	10%	10%	10%
Implementation & Project Coordination	10%	10%	10%	10%	10%
Total	100%	100%	100%	100%	100%

Total Contribution: Each team member contributed according to task complexity and project needs. The workload was distributed based on each person's area of expertise and interest, ensuring balanced contributions and an efficient workflow.

Workload Distribution Commentary

In distributing the workload, tasks were assigned based on each member's expertise and availability. A meeting was held and the tasks involved were discussed by each member after which each team member was allowed to choose tasks that were closer to their backgrounds and were more confident in executing. Tools such as a private shared Microsoft Teams group were used to track progress and maintain accountability.

Evaluation of Distribution Effectiveness

This workload distribution strategy was effective as it helped in balancing the workload and meeting project deadlines. However, dependencies between tasks created occasional setbacks, emphasizing the need for greater adaptability in future projects. This surfaced during deliverables presentations, members responsible for the tasks felt increased pressure since other deliverables depended on them presenting their part first.

For example, Prithi faced pressure when her wireframing task became a dependency for the data modelling phase. This challenge was solved through effective communication and collaborative problem-solving, enabling the team to stay on track. This indicates the need for a more adaptable workload distribution strategy/method.

Recommendations for Improvement:

- To improve future workload distribution, it is recommended to establish a rotating task system that allows all team members to engage with different project areas.
- Conduct regular task reviews to know how each member is doing with their task and balance workloads more effectively.
- Develop a task dependency chart during the planning phase to anticipate and manage critical interdependencies.

9. Conclusions

The "Empower Apps: Travel Work Repeat Mobile Application Development" project successfully achieved its objective of creating a comprehensive requirements document for the proposed mobile application. Which are requirements documents details the user stories, wire frames, data models, screen identifiers, and security recommendations. These deliverables provide a strong foundational blueprint for the future development of a scalable, secure and user-friendly application that would function to connect service providers with mobile and static consumers. The team made sure to align the outcome of this project with the needs of the client which includes highlighting the importance of the incorporation of location-based service discovery, offline functionality and also secure data management that addresses the current needs in the marketplace effectively.

Key lessons learned here for the team are the valuable experience in terms of collaborative workflow, the importance of effective communication and agile project management which enabled continuous monitoring, clear documentation and the alignment of the project requirements with deliverables that are of Professional standard and quality. The team also learned to handle challenges such as scheduling conflict and feedback delays through teamwork.

For future projects, the team plans to adopt collaborative tools such as Google Docs for real time documents editing. The team will also prioritize scheduling mandatory biweekly meetings to prevent feedback delays and continuously emphasize the importance of peer review and the need to follow a structured milestone assessment to maintain consistent quality and delivery of documents.

References

Australian Computer Society (ACS) 2024, *ACS Code of Professional Ethics*, viewed on 14 November 2024, < https://www.acs.org.au/memberships/professional-ethics-conduct-and-complaints.html >

Association for Computing Machinery (ACM) 2018, *ACM Code of Ethics and Professional Conduct*, viewed on 14 November 2024, < Code of Ethics (acm.org)>

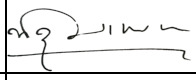
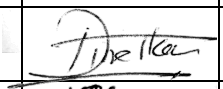
IEEE Computer Society (IEEE-CS) 2020, *Code of Ethics*, viewed on 14 November 2024, < Code of Ethics for Software Engineers (computer.org)>

Travel Work Repeat Scope, business case and business plan provided by client, Carmel Wooding.

Appendix

Contribution Statement

The undersigned members of this team abided by the project plan and ensured the successful completion of the project. The members agree that the contribution made to the sections specified below reflect the true level of contributions made by each of the members to the works reported in this document.

Student Name	Student ID	Signature	Contribution	Date
Chukwunonso Noella Akaeme	U1156572		Section 1, Section 9 and Meeting Minutes.	22/11/2024
Nilakshi Malika Dissanayake Dissanayake Mudiyanselage	U1151732		Section 2 and Activity Log sheets.	22/11/2024
Onaopemipo Ayomide Adu	U1156678		Section 7 and 8	22/11/2024
Rashini Dinelka Sahabandu	U1156523		Section 5 and 6	22/11/2024
Prithi Vandana Ram	U1152293		Section 3 and 4	22/11/2024

In the table above, Team members chose to indicate the parts/sections of the plan they worked on or contributed toward rather than a percentage.

Meeting Minutes

This sub-section contains all of the meetings the team has had by themselves, with the supervisor, with the client or both. The team had over ten meetings throughout the project and more than four meetings were with the supervisor and the client.

First Meeting

Minutes (Week 1)	
Title	Empower Apps – Tech Titans Team – Meet & Greet (First Meeting)
Date	19th September 2024

Attendees	- The Supervisor - The client - All members of the student team
Apologies	Nil
Location	Zoom
Agenda	- Meet & Greet - Learn about the project from the client - Establish a common means of communication
Decisions and Memos	- Everyone present at the meeting each had a go at introducing themselves then the client, Carmel Wooding, provided a detailed overview of her business, Travel Work Repeat, and the app's mission to empower travelers to run their businesses on the road. She talked about the scope and what was required of the team for this project. - Email and Microsoft Teams were established key methods of communications. - The supervisor advised the team, emphasizing the importance of teamwork in achieving project deliverables. - The supervisor suggested that team members read up on user stories and requirements gathering and work together to develop user stories that align with the app's goals and functionalities. - Meeting concluded with a discussion on team availability with a decision for the team leader to provide a timetable indicating everyone team member's availability to help facilitate meeting scheduling**.** - Meeting was adjourned to 21st September with all team members confirming their availability for the next meeting.

Task Check for Last Week				
Task	**Criteria**	**Who**	**Due**	**Completed (Y/N)**
Nil	Nil	Nil	Nil	Nil

New Tasks Allocation in This Week			
Task	**Description**	**Who**	**Due**
Research User Stories and requirements gathering	Read up on how to develop user stories and on gathering requirements.	All team members	21st September 2024
Prepare an availability timetable	Gather each team member availability for convenient meeting scheduling.	Chukwunonso (Team leader)	21st September 2024

Second Meeting

Minutes (Week 1)	
Title	Tutor / Team Catch up (Second Meeting)
Date	21st September 2024
Attendees	- The Supervisor - All members of the student team
Apologies	Nil
Location	Microsoft Teams

Agenda	- Discuss project requirements and different methods for gathering them - Review the initial business plan and business case of the document sent by client - Understanding user stories and how to develop them - Plan next steps to take for documentation
Decisions and Memos	- The supervisor highlighted the importance of requirements gathering and recommended the agile methodology for its flexibility. - The team reviewed the initial business plan and business case as outlined in documents provided by the client. - The team and supervisor discussed the concept of user stories and how they apply to this project. - The supervisor recommended the use of an Excel spreadsheet for organizing and developing user stories. - The meeting concluded when a decision to schedule a meeting with the client for the following week to clarify requirements and discuss the documentation further was reached.

Task Check for Last Week

Task	Criteria	Who	Due	Completed (Y/N)
Research User Stories and requirements gathering	Read up on how to develop user stories and on gathering requirements.	All team members	21st September 2024	Yes
Prepare an availability timetable	Gather each team member availability for convenient meeting scheduling.	Chukwunonso (Team leader)	21st September 2024	Yes

New Tasks Allocation in This Week			
Task	**Description**	**Who**	**Due**
Develop User Stories	Use Excel for the documentation of user stories based on the business case of the project	Rashini (Business analyst)	28th September 2024
Schedule meeting with Client	Arrange a meeting with the client to discuss project requirements and present user stories.	Chukwunonso (Team leader)	28th September 2024

Third meeting

Minutes (Week 2)	
Title	Team Catch Up (Third Meeting)
Date	22nd September 2024
Attendees	- All members of the student team
Apologies	Nil
Location	Microsoft Teams
Agenda	- Discuss assignment 1 specifications - Delegate Tasks to team members

Decisions and Memos	- Assignment 1 specification document was read and reviewed by the team. - Tasks were then chosen at random by team members and everyone was satisfied with the workload of the tasks that they chose. - Meeting lasted for 30 minutes. - The team decided to meet up the following day to brainstorm and develop some user stories.

Task Check for Last Week

Task	Criteria	Who	Due	Completed (Y/N)
Develop User Stories	Use Excel for the documentation of user stories based on the business case of the project	Rashini (Business analyst)	28th September 2024	No
Schedule Client meeting	Arrange a meeting with the client to discuss project requirements and present user stories.	Chukwunonso (Team leader)	28th September 2024	No

New Tasks Allocation in This Week

Task	Description	Who	Due
Work on Assignment Tasks	All team members were to work on the tasks they picked for	All team members	8th October 2024

Fourth Meeting

Minutes (Week 2)	
Title	Team Catch up (Fourth Meeting)
Date	23rd September 2024
Attendees	- All members of the student team
Apologies	Nil
Location	Microsoft Teams
Agenda	- Brainstorm and develop user stories - discourse ideas for data models, data entry fields, and data views/screen names.
Decisions and Memos	- The student team had another meeting to discuss user stories based on the business case of the project and develop the user stories as well as functionalities, data entry fields, and screen names. - Every team member contributed towards the development of the user stories and the team leader compiled the stories and sent the documents to the supervisor for perusal.

Task Check for Last Week				
Task	**Criteria**	**Who**	**Due**	**Completed (Y/N)**

Develop User Stories	Use Excel for the documentation of user stories based on the business case of the project	Rashini (Business analyst)	28th September 2024	Yes
Schedule Client meeting	Arrange a meeting with the client to discuss project requirements and present user stories.	Chukwunonso (Team leader)	28th September 2024	Yes
Work on Assignment Tasks	All team members were to work on the tasks they picked for	All team members	8th October 2024	No

New Tasks Allocation in This Week			
Task	**Description**	**Who**	**Due**
Have a meeting with client and discuss requirements	Holding a meeting with the client and the supervisor and discuss the developed user stories as well as discuss the project requirements.	All team members	26th September (Meeting Date)

Fifth Meeting

Minutes (Week 2)	
Title	Client/Tutor and Team Catch up (Fifth Meeting)
Date	26th September 2024
Attendees	- The Supervisor - The client - All members of the student team
Apologies	Nil
Location	Microsoft Teams
Agenda	

	- Discuss previous meetings the student team have had by themselves with supervisor and client. - Present user stories to client. - Solicit and gather requirements from client.
Decisions and Memos	- The team gave the supervisor and the client a rundown of all of the activities and decisions that have been reached in previous private meetings and then the team presented the user stories. - The user story document detailed ideas for functionalities, data models, data views and data entry fields. It also included the importance of geo location data. - The supervisor advised the student team to include more data views and visualize what we would like to see if we were users of the mobile application. He also advised that we relate the data views to the target consumers in the business case. - The team discussed ratings and reviews as a feature of the application, the security requirements and the offline functionality that the client hopes to incorporate in the mobile application. - The client also spoke about her plans on monetizing the mobile application and she expressed her contentment with the user story document and the supervisor cited that we just needed to develop the ideas a bit more and include the administrator as part of the consumers in the business case.

Task Check for Last Week				
Task	**Criteria**	**Who**	**Due**	**Completed (Y/N)**
Have a meeting with client and discuss requirements	Holding a meeting with the client and the supervisor and discuss the developed user stories as well as discuss the project requirements.	All team members	26th September (Meeting Date)	Yes
Work on Assignment Tasks	All team members were to work on the tasks they picked for	All team members	8th October 2024	No

New Tasks Allocation in This Week			
Task	**Description**	**Who**	**Due**
Schedule meeting with client	Client and team catch up to check that ideas are in line with client's vision for this project.	Chukwunonso (Team leader)	The following week

Sixth Meeting

Minutes (Week 3)	
Title	Team Catch up (Sixth Meeting)
Date	29th September 2024
Attendees	- Most members of the student team
Apologies	Prithi reached out to the team ahead of time and apologized, stating she would be unable to join the meeting.
Location	Microsoft Teams
Agenda	- Check in and see how everyone is doing with assignment 1 tasks. - Discuss any concerns and share ideas relating to the assignment.

Decisions and Memos	- The student team met up and discussed how far they have come with their tasks for assignment 1 that were assigned a week before. - Rashini and Chukwunonso turned in their completed part of the assignment and the team checked and compiled the document. - Ope and Nilakshi mentioned they would send in their completed tasks ahead of the due dates. - Prithi also sent a message saying she would send her completed task in as well. - The team leader, Chukwunonso encouraged them to send in their completed tasks as soon as they could as the due date was near.

Task Check for Last Week

Task	Criteria	Who	Due	Completed (Y/N)
Work on Assignment Tasks	All team members were to work on the tasks they picked for	All team members	8th October 2024	No
Schedule meeting with client	Client and team catch up to check that ideas are in line with client's vision for this project.	Chukwunonso (Team leader)	The following week	Yes

New Tasks Allocation in This Week

Task	Description	Who	Due
Complete assigned Assignment Tasks	Three team members who were yet to complete their tasks were required to complete them and send them for checks and compilation.	Ope, Prithi and Nilakshi	8th October 2024

Seventh Meeting

Minutes (Week 3)	
Title	Client and Team Catch up (Seventh Meeting)
Date	4th October 2024
Attendees	- The client - All members of the student team
Apologies	Nil
Location	Microsoft Teams
Agenda	- Learn about the motivation behind this project from the client - Discuss marketing gaps, client hopes to bridge

Decisions and Memos	- The team asked the client about her sole motivation behind this project and she mentioned that's traveling across Australia made her realize the need for this application. The client also highlighted competitive advantages that she hopes to leverage in the development of this mobile application and then she shared links to the websites that competitors have created that are similar to the travel work repeat app and then she discussed the marketing gaps. - The team asked about how she wishes to monetize the mobile application and she mentions subscription as a way of monetization. - The client then mentioned wanting to create a minimum viable product of this mobile application to gauge the response of the audience before a big launch. - The meeting concluded after deciding on the day of our next meeting.

Task Check for Last Week

Task	Criteria	Who	Due	Completed (Y/N)
Complete assigned assignment tasks	Three team members who were yet to complete their tasks were required to complete them and send them for checks and compilation.	Ope, Prithi and Nilakshi	8th October 2024	Yes

New Tasks Allocation in This Week

Task	Description	Who	Due
Schedule meeting with supervisor	Schedule meeting with supervisor to go over details client provide the student team with.	Chukwunonso (Team leader)	Same week

Eighth Meeting

Minutes (Week 3)	
Title	Tutor and team catch up (Eighth Meeting)
Date	5th October 2024
Attendees	- The Supervisor - Most members of the student team
Apologies	Rashini apologized in advance, stating she would be unable to attend the meeting.
Location	Microsoft Teams
Agenda	- Discuss with supervisor about social contracts and certain unfamiliar terms in assignment 1.
Decisions and Memos	- The team asked about social contracts and unfamiliar phrases in assignment 1 upon completion - The supervisor also explained agile method of requirement gathering and shared a document with the via the project channel on Microsoft Teams so that both client and the student team will have access. - Meeting concluded with student team discussing availability for next catch up.

Task Check for Last Week				
Task	**Criteria**	**Who**	**Due**	**Completed (Y/N)**
Schedule meeting with supervisor	Schedule meeting with supervisor to go over details client provide the student team with.	Chukwunonso (Team leader)	Same week	Yes

New Tasks Allocation in This Week			
Task	**Description**	**Who**	**Due**
Schedule student catchup	Schedule student team catch up and delegate task for main project	Chukwunonso (Team leader)	8th October 2024

Ninth Meeting

Minutes (Week 4)	
Title	Team Catch up (Ninth Meeting)
Date	10th October 2024
Attendees	- All members of the student team
Apologies	Nil
Location	Microsoft Teams
Agenda	- To delegate tasks for the completion of the deliverables.

Decisions and Memos	- The team discussed and delegated duties for the completion of the client deliverables. - It was decided that Rashini would complete the user stories, Ope would develop data models, Chukwunonso would document screen names, Prithi would design the wireframes and Nilakshi would make recommendations for the technical requirements. - Meeting was quite brief and concluded after the team decided on the date for the next meeting.

Task Check for Last Week				
Task	**Criteria**	**Who**	**Due**	**Completed (Y/N)**
Schedule student catchup	Schedule student team catch up and delegate task for project deliverables.	Chukwunonso (Team leader)	8th October 2024	Yes

New Tasks Allocation in This Week			
Task	**Description**	**Who**	**Due**
Schedule student catchup	Find out student availability and schedule a student team catch up to delegate tasks for assignment.	Chukwunonso (Team leader)	The following week

Tenth Meeting

Minutes (Week 5)	
Title	Team catch up (Tenth Meeting)
Date	17th October 2024

Attendees	- All members of the student team
Apologies	Nil
Location	Microsoft Teams
Agenda	- To delegate tasks for assignment 2
Decisions and Memos	- The team members discussed the specifications of assignment 2 and chose what tasks they wanted to work on for assignment 2. - Chukwunonso chose to work on the executive summary and Conclusion and also compile the minutes of all the meetings we've had. - Prithi chose to work on the technology and project reports, Nilakshi chose to work on the methodology report and activity log sheets. - Ope chose to work on the contribution distribution and the professional code of conduct and ethics while Rashini chose to work on communication and team management report. - The meeting then concluded after every team member had made a decision on the section of the assignment they wanted to complete.

Task Check for Last Week

Task	Criteria	Who	Due	Completed (Y/N)
Schedule student catchup	Find out student availability and schedule a student team catch up to delegate tasks for assignment.	Chukwunonso (Team leader)	The following week	Yes

New Tasks Allocation in This Week			
Task	**Description**	**Who**	**Due**
Continue working on assignment and deliverables	Bring any questions on assignment and deliverables to the attention of the team and the supervisor in the next meeting	All team members	22nd November 2024

Eleventh Meeting

Minutes (Week 5)	
Title	Tutor and team catch up (Eleventh Meeting)
Date	19th October 2024
Attendees	- The Supervisor - Most members of the student team
Apologies	Nilakshi apologized in advance, stating that she is unavailable to join the meeting while Ope apologized for joining meeting 30 minutes late.
Location	Microsoft Teams
Agenda	- Discuss structure of the final requirements document - Discuss developing screen names according to user stories - Understanding data models

Decisions and Memos	- To supervisor explained how the user stories connect to the software and how user stories need to be consistent throughout the look so that it can be effectively presented in form of screen names and he concluded by saying that the screen names determine the data models that are to be produced. - He also advised the team to consider their perspective on where to put information on the screen and consider what data needs to be on that screen so we could write a model that would be used for the development of the mobile application. - Meeting ended with the supervisor suggesting we schedule a meeting with the client and inquire about any more suggestions she might have and check that we are on the right track with documents that we have been developing.

Task Check for Last Week

Task	Criteria	Who	Due	Completed (Y/N)
Continue working on assignment and deliverables	Bring any questions on assignment and deliverables to the attention of the team and the supervisor in the next meeting	All team members	22nd November 2024	No

New Tasks Allocation in This Week

Task	Description	Who	Due
Schedule meeting with client	Schedule a meeting and discuss with client and ensure if she has more suggestions. Also talk client through any document that the team has created to check that we are on the right track.	Chukwunonso (Team leader)	The following week

Twelfth Meeting

Minutes (Week 6)	
Title	Tutor and team catch up (Twelfth Meeting)
Date	26th October 2024
Attendees	- The Supervisor - Most members of the student team
Apologies	Prithi and Rashini apologized In advanced, each stating that they are unavailable to join the meeting.
Location	Microsoft Teams
Agenda	- Discuss screen names developed from user stories
Decisions and Memos	- Chukwunonso presented the screen names that were developed from the user stories and then the supervisor made some suggestions on what we might need to change in relation to the screen names. He also expressed his satisfaction with the screen names and then asked the team to create a rough sketch of the project wireframes so that it can give also an idea of what needs to go into the data models. - The meeting then concluded after the team and the supervisor had reached the conclusion of setting up a meeting with the client to discuss the wire frames when they are ready.

Task Check for Last Week				
Task	**Criteria**	**Who**	**Due**	**Completed (Y/N)**
Schedule meeting with client	Schedule a meeting and discuss with client and ensure if she has more suggestions. Also talk client through any document that the team has created to check that we are on the right track.	Chukwunonso (Team leader)	The following week	Yes

New Tasks Allocation in This Week			
Task	**Description**	**Who**	**Due**
Design wireframes	Design wireframes from screen names and present in next meeting with client.	Prithi (UI designer)	1st November 2024

Thirteen Meeting

Minutes (Week 7)	
Title	Client and Team catch up (Thirteenth Meeting)
Date	1st November 2024
Attendees	- All members of the student team
Apologies	Client apologized for being unavailable to attend the meeting.
Location	Microsoft Teams
Agenda	- Present client with wireframes.

Decisions and Memos	- The meeting was between the student team and the industry client to present the wireframes to the client. However, the client did not get around to joining the meeting. - Prithi, the UI designer presented the wireframes to the student team and then we all made suggestions on how to make it look more comprehensive unchecked that things are in place according to the screen names. - Chukwunonso, The student team leader encouraged the team to continue working on their tasks for assignment 2 a submission was now only three weeks away. - The meeting then concluded and shortly after the client sent an apology message for not attending the meeting on the private teams channel to the team.

Task Check for Last Week

Task	Criteria	Who	Due	Completed (Y/N)
Design wireframes	Design wireframes from screen names and present in next meeting with client.	Prithi (UI designer)	1st November 2024	Yes

New Tasks Allocation in This Week

Task	Description	Who	Due
Schedule meeting with supervisor	Schedule meeting with supervisor and present wireframes.	Chukwunonso (Team leader)	Next week

Fourteenth Meeting

Minutes (Week 8)	
Title	Tutor and team catch up (Fourteenth Meeting)
Date	5th November 2024
Attendees	- The Supervisor - All members of the student team
Apologies	Nil
Location	Microsoft Teams
Agenda	- Present wireframes to supervisor - Getting feedback on design and layout - Update on scheduling meeting with client
Decisions and Memos	- Prithi, presented the wireframes to the supervisor during the meeting and the supervisor suggests that using the same layout for the development of the data sets so that in the same way we can have that connection and he also suggested putting information on the same screen if they are connected. - The meeting then concluded after the supervisor confirmed that the team leader had booked another meeting with the client as she was unable to attend the previous one.

Task Check for Last Week				
Task	**Criteria**	**Who**	**Due**	**Completed (Y/N)**
Schedule meeting with supervisor	Schedule meeting with supervisor and present wireframes.	Chukwunonso (Team leader)	Next week	Yes

New Tasks Allocation in This Week			
Task	**Description**	**Who**	**Due**
Update wireframes	Incorporate feedback from the supervisor on the layout of the wire frames and the need for maintaining consistency with information placement	Prithi (UI designer)	7th November 2024
Prepare for meeting with client	Review the wireframes and the user stories for presentation and discussion with the client.	All team members	7th November 2024

Fifteenth Meeting

Minutes (Week 8)	
Title	Client and team catch up (fifteenth Meeting)
Date	7th November 2024
Attendees	- The client - All members of the student team
Apologies	Nil
Location	Microsoft Teams
Agenda	- Get client feedback on wire frames - Discuss offline functionality of the mobile application and feature expectations

	- discussed the structure of database/data models
Decisions and Memos	- Carmel approved of the wireframes and provided further imputes on specific features citing that it helps center/support should be added for the part of the administrator. - The team inquired about how the offline functionality would work and Carmel explained that she wants it so the service providers Would be able to assess and update their profiles including their availability while offline and the static and mobile consumers should be able to update their preferences offline as well. - When asked by the team, Carmel spoke about the gap in the market that her competitors have yet to bridge, which is the utilization of location-based features in terms of a proximity-based map. - Carmel also emphasized the need for data structures that would handle the user profiles, service listings, location updates, and messaging functionality effectively.

Task Check for Last Week

Task	Criteria	Who	Due	Completed (Y/N)
Update wireframes	Incorporate feedback from the supervisor on the layout of the wire frames and the need for maintaining consistency with information placement	Prithi (UI designer)	Next meeting date	Yes
Prepare meeting with client	Review the wireframes and the user stories for presentation and discussion with the client.	All team members	Next meeting date	Yes

New Tasks Allocation in This Week

Task	Description	Who	Due
Update wireframes	Include a help center/support for administrators of the app.	Prithi (UI designer)	12th November 2024

build database/data models	Develop database to accommodate discussed features in relation to the wireframes	Onaopemipo (Data Analyst)	12th November 2024
Research and provide security requirements	Research and provide security requirements for the mobile application	Nilakshi (Technical Lead)	12th November 2024

Sixteenth Meeting

Minutes (Week 9)	
Title	Tutor and team catch up (Sixteenth Meeting)
Date	12th November 2024
Attendees	- The Supervisor - All members of the student team
Apologies	Nil
Location	Microsoft Teams
Agenda	- Review progress on clients deliverables - answer questions relating to assessment sections - plan tasks for submission - Present data models
Decisions and Memos	- The team provided the supervisor with an update on the current status of the deliverables that are being curated for the client. - This supervisor reviewed the structure of the second assessment and clarified questions about various sections and shared ideas for completing outstanding tasks.

	- The team presented the data structure and models to the supervisor and he made some points for updating them. - The supervisor then suggested that the team leveraged their skills in Microsoft Excel efficiently for the compilation of the requirements document.

Task Check for Last Week

Task	Criteria	Who	Due	Completed (Y/N)
Update wireframes	Include a help center/support for administrators of the app.	Prithi (UI designer)	12th November 2024	Yes
build database/data models	Develop database to accommodate discussed features in relation to the wireframes	Onaopemipo (Data Analyst)	12th November 2024	Yes
Research and provide security requirements	Research and provide security requirements for the mobile application	Nilakshi (Technical Lead)	12th November 2024	Yes

New Tasks Allocation in This Week

Task	Description	Who	Due
Oraganise deliverables	Compile all work there has been presented to client into an excel file with separate sheets showing each task of the project.	All team members	16th November 2024
Complete assessment 2	Complete any outstanding sections of the second assessment I'm prepared for submission to the university	All team members	22nd November 2024
Create presentation slides	Create presentation slides ahead of practice presentation and actual presentation.	All team members	16th November 2024
Schedule a meeting with client.	Schedule a meeting with client to present deliverables to client.	Chukwunonso (Team leader)	16th November 2024

Seventeenth Meeting

Minutes (Week 9)	
Title	Tutor and team catch up (Seventeenth Meeting)
Date	16th November 2024
Attendees	- The Supervisor - Most members of the student team
Apologies	Prithi was absent.
Location	Microsoft Teams
Agenda	- Practice for project oral presentation using presentation slides
Decisions and Memos	- The meeting was a practice presentation. - All team members each took turns to present and the supervisor offered pointers for improvement after each member presented their parts.

Task Check for Last Week				
Task	**Criteria**	**Who**	**Due**	**Completed (Y/N)**
Oraganise deliverables	Compile all work there has been presented to client into an excel file with separate sheets showing each task of the project.	All team members	16th November 2024	Yes
Complete assessment 2	Complete any outstanding sections of the second assessment I'm prepared for submission to the university	All team members	22nd November 2024	Yes
Create presentation slides	Create presentation slides ahead of practice presentation and actual presentation.	All team members	16th November 2024	Yes
Schedule a meeting with client.	Schedule a meeting with client to present deliverables to client.	Chukwunonso (Team leader)	16th November 2024	Yes

New Tasks Allocation in This Week			
Task	**Description**	**Who**	**Due**
NIL	**NIL**	**NIL**	**NIL**

Activity Log Sheets

Activity Log Sheet for Chukwunonso (Project Manager)		
Activity	**Type(G/I)**	**Hours**
Group meeting	G	9
Schedule Team meetings	I	2
Monitoring Project Progress	I	3
Supervisor meetings	G	8
Reporting to Stakeholders	I	7
Creating User Stories	I	20
Meetings with client	G	7
Documentation	G	20
Practice presentation	G	5
Coordinating Tasks	I	9
		90 Hours

Activity Log Sheet for Rashini (Business Analyst)		
Activity	**Type(G/I)**	**Hours**
Group meeting	G	9
Supervisor meetings	G	8
Meetings with client	G	7
Documentation	G	20
Practice presentation	G	5
Requirement gathering	I	3
Documenting requirements	I	4
Validating requirements	I	4
Develop User stories	I	10
		70 Hours

Activity Log Sheet for Nilakshi (Technical Lead)		
Activity	**Type(G/I)**	**Hours**
Group meeting	G	9
Supervisor meetings	G	8
Meetings with client	G	7
Documentation	G	20
Practice presentation	G	5
Reviewing wireframes	I	4
Review Data models	I	3
Security Recommendations	I	4
		60 Hours

Activity Log Sheet for Prithi (UI/UX Designer)		
Activity	**Type(G/I)**	**Hours**
Group meeting	G	9
Supervisor meetings	G	8
Meetings with client	G	7
Documentation	G	20
Practice presentation	G	5
Wireframe design	I	10
User Interface Prototyping	I	6
Incorporating Feedback	I	5
		70 Hours

Activity Log Sheet for Onaopemipo (Data Analyst)		
Activity	**Type(G/I)**	**Hours**
Group meeting	G	9

Supervisor meetings	G	8
Meetings with client	G	7
Documentation	G	20
Practice presentation	G	5
Designing data models	I	10
Validating accuracy of data	I	15
Data Visualization	G	5
		80 Hours