

## **Minutes of Meeting-1**

**Team Name: Zephyrs**

**Meeting No: 1**

**Created by: Abby**

**Location: T1.32**

**Attending: Bruce, Himal, Vikas, Abby**

**Apologies: -**

**Meeting start time: 9:00 am**

### **Outcome of meeting:**

<b>Issue</b>	<b>Discussion in brief</b>	<b>Outcome</b>	<b>Action: Name and Timeline</b>
<b>Exchange ideas</b>	Discussed research ideas from each member. Identified the value of those ideas.	Some of the ideas are weak and need to be more detailed and feasible.	Himal discovered related thesis and existing programs.
<b>Improve ideas</b>	Did more research to see if those ideas could be refined more detailed. Eg. open database, the way users could engage with.	Checked if there are any existing website related to those ideas.	Vikas researched on related data sets. Bruce and Abby developed some more potential ideas.
<b>Assignment Delegation</b>	Assigned the works for each team member to be done before next meeting.	Team begins documentation this week.	Himal divided works and assigned them to each of the team members.

**Actions in brief:** Team formulated ideas and keep working on developing those ideas formal documentations of those ideas in details.

**Meeting closed at: 10:00 am**

**Next Meeting time, date and location:** T1.32 on 09<sup>th</sup> August 2017 (9:00 am)

## **Minutes of Meeting-2**

**Team Name: Zephyrs 64A**

**Meeting No: 2**

**Created by: Vikas**

**Location: T1.32**

**Attending: Bruce, Himal, Vikas, Abby**

**Apologies: -**

**Meeting start time: 9:00 am**

### **Outcome of meeting:**

<b>Issue</b>	<b>Discussion in brief</b>	<b>Outcome</b>	<b>Action: Name and Timeline</b>
<b>Exchange ideas</b>	Discussed research ideas with the industry mentor. Identified the value of those ideas based on suggestions.	Some of the ideas are weak and need to be more detailed and feasible.	Industry Mentor suggested some improvements in ideas..
<b>Improve ideas</b>	Some ideas are taken from industry mentor to implement. Eg. Age group bracket and activity tracker.	Checked if there are any technology hindrance in implementing those ideas.	Bruce started searching for technological drawbacks,.
<b>Assignment Delegation</b>	Assigned the works for each team member to be done before next meeting.	Team started working on iteration one and presentation.	Himal divided works and assigned them to each of the team members.

**Actions in brief:** Team formulated ideas and keep working on developing those ideas formal documentations of those ideas in details.

**Meeting closed at: 10:00 am**

**Next Meeting time, date and location:** Monash Caulfield Library on 11<sup>th</sup> August 2017 (2:00 pm)

## **Minutes of Meeting - 3**

**Team Name: Zephyrs 64A**

**Meeting No: 3**

**Created by: Vikas**

**Location:** Monash Caulfield Library

**Attending:** Bruce, Himal, Vikas, Abby

**Apologies:** -

**Meeting start time:** 2:00 pm

### **Outcome of meeting:**

<b>Issue</b>	<b>Discussion in brief</b>	<b>Outcome</b>	<b>Action: Name and Timeline</b>
<b>Exchange ideas</b>	Discussed on new proposal, presentation and given task. Identified the value of those ideas.	Team likes the new proposal and started preparing for the iteration one.	Himal, after meeting with Dr. Ricahrd, proposed new idea and strategy for the team.
<b>Improve ideas</b>	Did more research to see if those ideas could be refined more detailed. Eg. Open database, WordPress and data sets.	Checked what exactly all the requirement of the user and how we can improve it.	Vikas researched on related data sets. Bruce and Abby developed some more potential ideas.
<b>Assignment Delegation</b>	Assigned the works for each team member to be done before next meeting.	Team begins for presentation and iteration one this week.	Himal divided works and assigned them to each of the team members.

**Actions in brief:** Team formulated ideas and keep working on developing those ideas formal documentations of those ideas in details.

**Meeting closed at:** 4:30 pm

**Next Meeting time, date and location:** Video Conferencing on 12<sup>th</sup> August 2017 (11:00 am)

## **Minutes of Meeting - 4**

**Team Name: Zephyrs 64A**

**Meeting No: 4**

**Created by: Vikas**

**Location:** Monash Caulfield Library

**Attending:** Bruce, Himal, Vikas, Abby

**Apologies:** -

**Meeting start time:** 1:00 pm

**Meeting Date:** 13<sup>th</sup> August, 2017

### **Outcome of meeting:**

<b>Issue</b>	<b>Discussion in brief</b>	<b>Outcome</b>	<b>Action: Name and Timeline</b>
<b>Exchange ideas</b>	Discussed on new proposal, presentation and given task. Research on new topic and new proposal.	Presentation Prepared and practised for presentation.	Team Prepared for presentation.
<b>Improve ideas</b>	Did comparison with other application available and how to improve the presentation.	Made a flyer for the presentation.	Vikas and Abby created the flyers.
<b>Assignment Delegation</b>	Assigned the works for each team member to be done before next meeting.	Team begins for presentation and iteration one this week.	Himal divided works and assigned them to each of the team members.

**Actions in brief:** Team finalized the idea and started working for the presentation and iteration 1.

**Meeting closed at:** 4:30 pm

**Next Meeting time, date and location:** Library at 15<sup>th</sup> August 2017 (11:00 am)

## **Minutes of Meeting - 5**

**Team Name: Zephyrs 64A**

**Meeting No: 5**

**Created by: Vikas**

**Location: T1.34**

**Attending:** Bruce, Himal, Vikas, Abby

**Apologies:** -

**Meeting start time:** 11:00 am

**Meeting Date:** 15<sup>th</sup> August, 2017

### **Outcome of meeting:**

<b>Issue</b>	<b>Discussion in brief</b>	<b>Outcome</b>	<b>Action: Name and Timeline</b>
<b>Exchange ideas</b>	Researched on new datasets and the deliverables for iteration 1.	Started working on interface design and database like Microsoft azure.	Vikas and Abby started working on datasets. And Himal on Interface design. Bruce started working on application development.
<b>Improve ideas</b>	More research on stress and mindfulness questionnaire and how to score them to calculate the score.	Research articles on FMI and PSS are used to calculate all this.	Dr. Richard helps in providing the articles.
<b>Assignment Delegation</b>	Assigned the works for each team member to be done before next meeting.	Team started creating visualisation and iteration 1 deliverables.	Himal divided works and assigned them to each of the team members.

**Actions in brief:** Team started working on iteration 1 deliverables.

**Meeting closed at:** 2:00 pm

**Next Meeting time, date and location:** T1.34, 17<sup>th</sup> August 2017 (9:00 am)

## **Minutes of Meeting- 6**

**Team Name: Zephyrs 64A**

**Meeting No: 6**

**Created by: Vikas**

**Location: T1.34**

**Attending:** Bruce, Himal, Vikas, Abby

**Apologies:** -

**Meeting start time:** 9:00 am

**Meeting Date:** 17<sup>th</sup> August, 2017

### **Outcome of meeting:**

<b>Issue</b>	<b>Discussion in brief</b>	<b>Outcome</b>	<b>Action: Name and Timeline</b>
<b>Exchange ideas</b>	Data sets finalised and features finalised for the application. UI prepared for the application.	Application features finalised based on UI design.	Himal prepared the UI for application.
<b>Improve ideas</b>	More user-friendly UI should be needed and improvements suggested in the application development.	New interface is discussed and improvements made in application.	Bruce started putting it into application.
<b>Bugs</b>	Many bugs are found in the application.	Bugs are tested and focused on improvements.	Bruce and Abby started fixing the bugs. Vikas started testing the application.
<b>Assignment Delegation</b>	Assigned the works for each team member to be done before next meeting.	Team started creating visualisation and iteration 1 deliverables.	Himal divided works and assigned them to each of the team members.

**Actions in brief:** Team started working on iteration 1 deliverables.

**Meeting closed at:** 12:00 pm

**Next Meeting time, date and location:** Monash Caulfield Library, 19<sup>th</sup> August 2017 (10:00 am)

## **Minutes of Meeting - 7**

**Team Name: Zephyrs 64A**

**Meeting No: 7**

**Created by: Vikas**

**Location: T1.34**

**Attending: Bruce, Himal, Vikas, Abby**

**Apologies: -**

**Meeting start time: 10:00 am**

**Meeting Date: 19<sup>th</sup> August, 2017**

### **Outcome of meeting:**

<b>Issue</b>	<b>Discussion in brief</b>	<b>Outcome</b>	<b>Action: Name and Timeline</b>
<b>Exchange ideas</b>	Graphs are discussed and finalized based on data sets. Application features are discussed and suggested for improvements.	Application interface changed and Graphs are prepared based on datasets.	Abby and Vikas made the graphs. Himal started working on report.
<b>Improve ideas</b>	More user-friendly UI should be needed and improvements suggested in the application development.	New interface is discussed and improvements made in application.	Bruce started putting it into application.
<b>Application Development</b>	Features are added to the application and tested for any bugs.	Some features are improved and changed.	Bruce accepted the changes and starts improving it.
<b>Bugs</b>	Many bugs are found in the application.	Bugs are tested and focused on improvements.	Bruce and Abby started fixing the bugs. Vikas started testing the application.
<b>Assignment Delegation</b>	Assigned the works for each team member to be done before next meeting.	Team started creating visualisation and iteration 1 deliverables.	Himal divided works and assigned them to each of the team members.

**Actions in brief:** Team started working on iteration 1 deliverables.

**Meeting closed at:** 3:00 pm

**Next Meeting time, date and location:** Monash Caulfield Library, 20<sup>th</sup> August 2017 (10:00 am)

## **Minutes of Meeting - 8**

**Team Name: Zephyrs 64A**

**Meeting No: 8**

**Created by: Vikas**

**Location: T1.34**

**Attending: Bruce, Himal, Vikas, Abby**

**Apologies: -**

**Meeting start time: 10:00 am**

**Meeting Date: 20<sup>th</sup> August, 2017**

### **Outcome of meeting:**

<b>Issue</b>	<b>Discussion in brief</b>	<b>Outcome</b>	<b>Action: Name and Timeline</b>
<b>Exchange ideas</b>	Features are added to the application. Started preparing the iteration one report. And user acceptance test and test plan is created.	User Acceptance test and test plans are created and tested.	Team tested the test plan features. Vikas prepared the user acceptance plan.
<b>Improve ideas</b>	Data graphs needs more improvement and changes in the application interface required.	Changes made in the application interface.	Bruce started putting it into application.
<b>Application Development</b>	Application interface is changed and started preparing for iteration one deliverables.	Application features are improved based on test plan.	Bruce accepted the changes and starts improving it.
<b>Bugs</b>	Many bugs are found in the application during the testing.	Bugs are tested and focused on improvements.	Bruce and Abby started fixing the bugs. Vikas started testing the application.
<b>Assignment Delegation</b>	Assigned the works for each team member to be done before next meeting.	Team started creating visualisation and iteration 1 deliverables.	Himal divided works and assigned them to each of the team members.

**Actions in brief:** Team started working on iteration 1 deliverables.

**Meeting closed at: 3:00 pm**

**Next Meeting time, date and location: T1.34, 21<sup>st</sup> August 2017 (9:00 am)**



