Development of Voice Application

Team Meeting Agenda

Date & Start/End Times: 26/02/2019 11:00am – 12:00pm
Location: WA level 3 Lab Zone
People Present: Justin Bishop, Nikkolas Diehl, Howard Zhu, Sanghun Kim, Sundeul Donna Kim
People Absent: None
Purpose: The first team meeting to introduce each other
Objectives: Find out the available to make every happy with the next meetings

Time	Agenda Item
11:00	Meet up
11:10	Introduce to each other
11:20	Discuss the available time take make a group meeting
12:00	Conclude meeting

Development of Voice Application

Mentor Meeting Agenda

Date & Start/End Times: 28/02/2019 12:00pm – 12:40pm
Location: WT603
People Present: Justin Bishop, Nikkolas Diehl, Howard Zhu, Sanghun Kim, Sundeul Donna Kim, Ahkbar(Mentor)
People Absent: None
Purpose: Meet with mentor (Akbar) to introduce each other and talk about the project
Objectives: Introduce each other and confirm the goal of the project

Time	Agenda Item
12:00	Meet at Akbar's office
12:05	Introduce each other
12:15	Talk about how to work with the project
12:40	Conclude Meeting

Development of Voice Application

Team Meeting Agenda

Date & Start/End Times: 5/03/19 12:00pm - 12:40pm
Location: AUT library
People Present: Justin Bishop, Nikkolas Diehl, Howard Zhu, Sanghun Kim, Sundeul Donna Kim
People Absent: None
Purpose: Planning questions for client meeting
Objectives: Review/expand/add to the client meeting questions document

Time	Agenda Item
12:00	Meet up
12:05	Review current questions on document
12:15	Expand on current questions
12:20	Add more questions
12:30	Researched current Sonnar applications
12:40	Conclude meeting

Development of Voice Application

R&D Client Meeting Agenda

Date & Start/End Times: 8/03/2019 10:30am - 11:42am
Location: AUT university WO - level 16
People Present: Justin Bishop, Nikkolas Diehl, Howard Zhu, Sanghun Kim, Sundeul Donna Kim, Ahkbar(Mentor), Jarek Beksa (client)
People Absent: None
Purpose: Meet the client for the Development of Voice Application project.
Objectives: To meet the client we will be working for, get a better understanding of the project, and get answers for questions we have surrounding the application.

Time	Agenda Item
10:30	Meet client - Jarek Beksa, CEO of Sonnar
10:35	Introduction to Sonnar
10:40	Our Team intro
10:43	Overview of what device we will use
10:47	Alexa Sonnar app preview - Audio book
10:50	Played Sonnar game on Alexa - 'Bomb Squad'
10:56	Intro to SOnnar partners and Partnerships
11:04	Limitations of Alexa
11:08	Information on help and contact information for project
11:12	Questions
11:36	Play Sonnar apps
11:42	Conclude meeting

Development of Voice Application

Team Meeting Agenda

Date & Start/End Times: 12/03/2019 10:00am - 12:06pm
Location: POD 4 WA
People Present: Justin Bishop, Nikkolas Diehl, Howard Zhu, Sanghun Kim, Sundeul Donna Kim - Justin 30mins late
People Absent: None
Purpose: Get started on project proposal documents
Objectives: Complete as many documents for the project proposal as we can up until the next interview with the client

Time	Agenda Item
10:00	Contents of project proposal
10:10	Create cover page for project proposal
10:25	Create Terms of reference for project proposal
11:04	Create team agreement form
11:21	Sign team agreement
11:22	Create the rationale document for project proposal
11:45	Look over today's lecture slides
12:06	Conclude meeting

Development of Voice Application

Team Meeting Agenda

Date & Start/End Times: 15/03/2019 10:00am - 2:00pm
Location: POD 3WA
People Present: Justin Bishop, Nikkolas Diehl, Howard Zhu, Sanghun Kim, Sundeul Donna Kim
People Absent: None
Purpose: To finish the proposal draft
Objectives: To complete all the documents that the project proposal is comprised of

Time	Agenda Item
10:00	Create templates for remaining proposal documents needed
10:30	Review client email for project details
10:39	Create document control file
11:00	Create scope and objective segment
11:48	Create project method/approach segment
12:48	Create project plan segment
1:30	Overview of remaining work
1:37	Designation of remaining work
2:00	Conclude meeting

Development of Voice Application

Mentor Meeting 2 Agenda

Date & Start/End Times: 18/03/2019 11:00am - 12:00pm
Location: WT603
People Present: Justin Bishop, Nikkolas Diehl, Howard Zhu, Sanghun Kim, Sundeul Donna Kim, Ahkbar(Mentor)
People Absent: None
Purpose: Meet with mentor(Akbar) to get some more information on what is needed for the project proposal
Objectives: Get Akbar to view current state of project proposal documents and get some more insight into presentation details

Time	Agenda Item
11:00	Meet at Akbar's office
11:13	Discuss what is needed from the client in terms of the functionality
11:20	Discuss specifics on communications management plan
11:24	Discuss why and how proposals are different outside of university and the importance of it
11:27	Go over marking schedule of project proposal
11:29	Discuss budget document
11:35	Discuss presentation details
12:00	Conclude meeting

Development of Voice Application

R&D Client Meeting Agenda

Date & Start/End Times: 19/03/2019 10:15am - 11:21am
Location: AUT university WO - level 16
People Present: Justin Bishop, Nikkolas Diehl, Howard Zhu, Sanghun Kim, Sundeul Donna Kim, Jarek Beksa (client)
People Absent: None
Purpose: Meet with the client to discuss specific requirements for the project
Objectives: Find out specific requirements for the project

Time	Agenda Item
10:15	Meet up
10:19	Discuss opportunities after project
10:26	Alexa application demonstration and explanation of functionality
10:46	Demonstration of other Alexa apps developed by Jared
10:54	Discuss what methodology we could use
10:56	Discuss extra functionality of voice application that could possibly be implemented
10:59	Look at LibriVox data storage (book archive)
11:11	Discuss how to use both libriVox and archive to achieve better search functionality
11:20	Discuss what may be in the presentation
11:21	Conclude meeting

Development of Voice Application

Team Meeting Agenda

Date & Start/End Times: 22/03/2019 10:00am - 2:00pm
Location: POD 3WA
People Present: Nikkolas Diehl, Howard Zhu, Sanghun Kim, Sundeul Donna Kim
People Absent: Justin Bishop
Purpose: Finished the document and created the presentation slides
Objectives: Analyze proposal documents and combine them into one document, create the proposal presentation slides

Time	Agenda Item
10:00	Meet up
10:10	Review proposal documents
10:30	Combine all the individual documents into one big proposal document
11:30	Start work on the proposal presentation slides
12:00	Lunch break
12:30	Create Introduction slide
12:50	Create scope and objective slide
1:13	Create methodology slide
1:27	Create Development plan slide
1:40	Create Cost estimation slide
1:55	Assign proposal slides to team members
2:00	Conclude meeting

Development of Voice Application

Team Meeting Agenda

Date & Start/End Times: 26/03/2019 12:00pm - 2:00pm
Location: POD 4 WA
People Present: Justin Bishop, Nikkolas Diehl, Howard Zhu, Sanghun Kim, Sundeul Donna Kim
People Absent: none
Purpose: To practice for the proposal presentation and print the proposal documents
Objectives: Combine and Bind all the documents ready for the presentation, Practice for the presentation

Time	Agenda Item
12:00	Meet up
12:10	Buy ring binders
12:30	Print out proposal documents and find an available computer to practice the presentation
12:50	Formed the proposal documents and put them in ring binders
1:07	Practiced and reformed our presentation to get ready for the meeting
2:00	Conclude meeting

Development of Voice Application

R&D Client Meeting Agenda

Date & Start/End Times: 2/04/2019 10:00am - 11:42am
Location: AUT university WO - level 16
People Present: Justin Bishop, Nikkolas Diehl, Howard Zhu, Hun Kim, Donna Kim,Jarek Beksa
People Absent: None
Purpose: Meet the programming team of Sonnar
Objectives: To meet the programming team and find out where and how to start

Time	Agenda Item
10:00	Meet up
10:05	Discuss how we get access to the code
10:20	Set up email correspondence with developers
10:25	Discussion on how current Alexa app works
10:35	View flow graph of UI design
10:40	Discuss usability testing
10:54	View sonar voice app presentation
11:42	Conclude meeting

Development of Voice Application

Team Meeting Agenda

Date & Start/End Times: 05/04/2019 10:30am - 11:40am
Location: WZ R&D lab
People Present: Justin Bishop, Nikkolas Diehl, Howard Zhu, Sanghun Kim, Sundeul Donna Kim
People Absent: Justin and Nikkolas late
Purpose: To look at coding languages that we will be using for the development of the voice app
Objectives: To become familiar with the coding languages we will be using

Time	Agenda Item
10:30	Meet up
10:32	Try sign in to AWS
10:45	Look at Google action scripts
11:00	Look at LAMBDA
11:10	Look Archive and Libravox APIS
11:30	Looked at Udemy lectures on google actions scripts and programming
11:40	Conclude meeting

Development of Voice Application

R&D Client Meeting Agenda

Date & Start/End Times: 09/04/2019 1:00pm - 2:00pm
Location: AUT university WO - level 16
People Present: Nikkolas Diehl, Howard Zhu, Hun Kim, Donna Kim,Jarek Beksa, Jeong Su Jeon
People Absent: Justin Bishop (Sick)
Purpose: Meet the programming team of Sonnar
Objectives: To meet the programming team and getting ideas of how the functionality works and details of how is the existing Alexa code

Time	Agenda Item
1:00	Meet up
1:05	Discuss about Alexa
1:15	Quick run through application requirement
1:20	Discuss google and how to deal with code
1:35	Discuss API and passing audio format
1:50	Discuss the application display
2:00	Conclude meeting

Development of Voice Application

Mentor Meeting

Date & Start/End Times: 12/04/2019 11:00am – 11:44am
Location: WT603
People Present: Justin Bishop, Nikkolas Diehl, Howard Zhu, Sanghun Kim, Sundeul Donna Kim, Ahkbar(Mentor)
People Absent: None
Purpose: Meet with mentor and discuss the plan for the project
Objectives: Discuss current situation with the project and where to go from here

Time	Agenda Item
11:00	Meet at Akbar's office
11:10	Talk about scope of project
11:16	Talk about how to approach the project
11:20	Discuss documentation
11:23	Discuss the specific coding details
11:29	Discuss user testing
11:30	Discuss timeline of r&d paper
11:44	Conclude meeting

Development of Voice Application

R&D Client Meeting Agenda

Date & Start/End Times:10/05/2019 1:30pm -2:30pm
Location: AUT university WO - level 16
People Present: Justin Bishop, Nikkolas Diehl, Howard Zhu, Hun Kim,Jarek Beksa
People Absent: Donna kim
Purpose: Discuss new project ideas
Objectives: Discuss new project ideas to start on

Time	Agenda Item
1:30	Talk about current existing apps we could expand/develop
1:40	'Memory' game, Standalone game (doesn't use Sonnar app to launch it)
1:45	Discuss dividing the team to either develop 2 apps at once or develop one app on both Google and Alexa platforms
1:48	'Labyrinth' game proposal
1:50	Interactive story game (Sherlock holmes, Jungle book)
1:53	Discuss audio engineering training
2:00	Discuss the restrictions around developing apps on Alexa
2:02	Discuss 'Memory' game mechanics
2:10	Discuss hourly pay vs Salary pay
2:15	Discuss meeting for next week for asset training
2:19	Discuss purchasing assets (Consult Jarek before purchasing any assets such as sounds or images, so he can check the quality of it)
2:25	Choosing whether to divide the team to either develop 2 apps at once or on both Google and Alexa platforms
2:30	Conclude meeting

Development of Voice Application

Team Meeting Agenda

Date & Start/End Times: 12/05/2019 2:00pm **-** 4:00pm
Location: Online (Discord)
People Present: Justin Bishop, Nikkolas Diehl, Howard Zhu, Sanghun Kim, Sundeul Donna Kim
People Absent: None
Purpose: To review documents for new project and flow diagram of game we will be developing
Objectives: To look over the project proposal document and make changes to it to accomodate for our new project, and look at the flow diagram of the game

Time	Agenda Item
2:00	Start call on discord
2:10	Review Current stage of proposal document and see what needs changing
2:30	Review flow diagram of 'Memory game' and discuss options of menu, difficulties, and game design.
2:43	Sort team in 2 - 2 develop game for Google home, other 3 develop game for Alexa
2:47	Allocate Change management document sections to team members
4:00	Conclude meeting

Development of Voice Application

R&D Client Meeting Agenda

Date & Start/End Times:14/05/2019 10:00am -10:52am
Location: AUT university WO - level 16
People Present: Justin Bishop, Nikkolas Diehl, Hun Kim, Donna kim, Jarek Beksa
People Absent: Howard Zhu
Purpose: Exchange audio assets for Memory game
Objectives: Exchange and discuss audio assets for game

Time	Agenda Item
10:00	Meet up
10:06	Listen to farm/animal sound files
10:09	Discuss story behind 'Memory game'
10:11	Go over visual assets(shutter stock)
10:14	UI interaction ideas
10:18	Score tracking discussion
10:24	Propose different introduction/welcome ideas for when you open the app
10:26	Alexa simulator example
10:29	Discuss Lambda database benefits
10:33	Discuss 'Hackathon' experience
10:40	Discuss Jovo framework viability
10:45	Discuss diagram layout for game functionality and interactions (Visio diagrams)
10:50	Discuss dialog flow
10:52	Conclude meeting

Development of Voice Application

Team Meeting

Date & Start/End Times: 14/05/2019 11:00pm - 12:45pm
Location: Tech tower
People Present: Justin Bishop, Nikkolas Diehl, Sanghun Kim, Sundeul Donna Kim
People Absent: Howard Zhu
Purpose: To draft up a flow diagram for the new 'Memory game' project
Objectives: To create a flow diagram of the new 'Memory game' for Jarek to review and give feedback on

Time	Agenda Item
11:00	Create draft of flow diagram
12:45	Conclude meeting

Development of Voice Application

Team Meeting

Date & Start/End Times: 17/05/2019 2:30pm - 4:46pm
Location: Online (discord)
People Present: Justin Bishop, Sanghun Kim, Nikkolas Diehl, Sundeul Donna Kim, Howard Zhu
People Absent: None
Purpose: To review mid-term status report
Objectives: To create the mid-term status report and allocate sections of it to team members

Time	Agenda Item
2:30	Join discord call
2:35	Go over application layout wireframe
3:00	Create wireframe of status report document
3:18	List bullet points to expand on in each section of the document
4:45	Discuss next meeting and communication with Mentor and Client
4:46	Conclude meeting

Development of Voice Application

Team Meeting

Date & Start/End Times: 21/05/2019 11:30am - 4:00pm
Location: Online (discord)
People Present: Justin Bishop, Sanghun Kim, Nikkolas Diehl, Sundeul Donna Kim, Howard Zhu
People Absent: None
Purpose: To finish mid-term status report
Objectives: To finish the mid-term status report

Time	Agenda Item
11:30am	Join discord call
11:35am	Finish remaining sections in mid-term status report
12:35pm	Create work Logs documents
1:25pm	Take break until 2:30pm
2:30pm	Join discord call
2:35pm	Continue working on Work Logs for mid-term status report
4:00pm	Finish the discord call

Development of Voice Application

Mentor Meeting

Date & Start/End Times: 30/05/2019 10:00am – 10:23am
Location: WT609
People Present: Justin Bishop, Nikkolas Diehl, Sanghun Kim, Sundeul Donna Kim, Ahkbar(Mentor)
People Absent: Howard Zhu
Purpose: Meet with mentor and discuss the mid project review
Objectives: Discuss current progress and see what is expected from the review

Time	Agenda Item
10:10	Meet up
10:13	Discuss current progress
10:14	Discuss what we need to include in the review document
10:17	Discuss what the review will be about
10:23	Conclude meeting

Development of Voice Application

Team Meeting

Date & Start/End Times: 09/06/2019 7:10pm - 8:36pm
Location: Online (discord)
People Present: Justin Bishop, Sanghun Kim, Nikkolas Diehl, Sundeul Donna Kim, Howard Zhu
People Absent: None
Purpose: To finish mid-term status presentation
Objectives: To finish mid-term status presentation and finalize any changes to the status report

Time	Agenda Item
7:10	Join discord call
7:13	Review current status report and update where needed
7:40	Create Review presentation slides
7:59	Delegate slides to team members and discuss what is needed in each slide
8:20	Plan the flow of the presentation
8:30	Discuss plan to meet tomorrow and practice for the presentation
8:36	Conclude meeting

Development of Voice Application

Team Meeting

Date & Start/End Times: 17/07/2019 10:30am - 11:40am
Location: Pod 1WA
People Present: Justin Bishop, Sanghun Kim, Nikkolas Diehl, Sundeul Donna Kim, Howard Zhu
People Absent: None
Purpose: Create a new timetable and review status of our work
Objectives: To create a new timetable that outlines the teams availability and then discuss the current state that both the Alexa and google games are in

Time	Agenda Item
10:30	Meet up
10:31	Create new timetable availability for semester 2
10:50	Discuss current progress of both Alexa and google memory games
11:05	Discuss what needs to be done for the 2nd phase of the R&D paper
11:18	Update Jira board
11:40	Conclude meeting

Development of Voice Application

R&D Client Meeting Agenda

Date & Start/End Times:25/07/2019 10:30am -12:02pm
Location: AUT university WO - level 16
People Present: Justin Bishop, Nikkolas Diehl, Hun Kim, Donna kim, Jarek Beksa, Howard Zhu
People Absent: none
Purpose: Demonstrate current progress of Alexa and google project
Objectives: Get some feedback on the current version of the game on both platforms

Time	Agenda Item
10:30	Meet up
10:32	Talk about current state of game
10:45	Talk about the current language model being used
10:55	Demonstrate current google version
11:02	Talk about what to improve on
11:06	Try to complete a round of the game
11:10	Discuss possible solutions to level flow
11:18	Discuss ‘quit’ intents
11:22	Demonstrate Alexa version
11:30	Get ideas from memory game that exist already
11:34	Discuss ideas on how to track user score
11:38	Discuss the overall flow of the game
11:45	Discuss score formula
12:02	Conclude meeting

Development of Voice Application

Mentor Meeting

Date & Start/End Times: 29/07/2019 12:00pm – 12:21pm
Location: WT603
People Present: Justin Bishop, Nikkolas Diehl, Howard Zhu, Sundeul Donna Kim, Ahkbar(Mentor)
People Absent: Sanghun Kim
Purpose: Meet with mentor and discuss what is needed for part 2 of r&d
Objectives: Discuss current situation with the project and where to go from here

Time	Agenda Item
12:00	Meet at Akbar's office
12:05	Talk about what will be needed for this semester's documentation
12:10	Discuss client feedback
12:16	Discuss poster demonstration
12:21	Conclude meeting

Development of Voice Application

Team Meeting

Date & Start/End Times: 29/07/2019 12:30pm - 2:32pm
Location: POD 1 WA
People Present: Justin Bishop, Sanghun Kim, Nikkolas Diehl, Sundeul Donna Kim, Howard Zhu
People Absent: None
Purpose: Make a uml diagram
Objectives: To create a new uml diagram for jarek

Time	Agenda Item
12:30	Set up at pod 1
12:34	Discuss handlers for users ending program
12:40	Begin discussion on what is needed for uml diagram
12:42	Create diagram
1:05	Discuss how the help option will be used while in different states of the game
1:12	Continue making uml diagram
1:55	Create sub process(in game state)
2:32	Conclude meeting

Development of Voice Application

R&D Client Meeting Agenda

Date & Start/End Times:01/08/2019 10:30am - 11:24am
Location: AUT university WO - level 16
People Present: Justin Bishop, Nikkolas Diehl, Hun Kim, Jarek Beksa
People Absent: Donna Kim, Howard Zhu
Purpose: Review flow diagram with jarek
Objectives: Get feedback on the new flow graph

Time	Agenda Item
10:30	Meet up
10:32	Discuss new flow diagram
10:45	Discuss how to avoid getting stuck in a loop
10:50	Talk about amazon Polly for different voices
10:53	Talk about idea of contextual help for the game
10:56	Talk about game flow
11:00	Discuss pros and cons of jovo
11:04	Discuss high score implementation
11:07	Talk about how and when to save users high score
11:11	Discuss positives of user fallback
11:17	Discuss user reviews and usability
11:24	Conclude meeting

Development of Voice Application

Mentor Meeting

Date & Start/End Times: 29/08/2019 11:00am – 11:28am
Location: WT603
People Present: Justin Bishop, Nikkolas Diehl, Sanghun Kim, Sundeul Donna Kim, Ahkbar(Mentor)
People Absent: Howard Zhu
Purpose: Meet with mentor and discuss our progress and look over documents we will be needing to create soon
Objectives: Discuss current progress of the project and what will documents will be needed leading up to the poster presentation

Time	Agenda Item
11:07	Meet at Akbar's office
11:08	Report on the progress of google version of the app
11:10	Report on the progress of the Alexa version
11:16	Discuss poster demonstration
11:25	Discuss what is included in the personal learning journal
11:28	Conclude meeting

Development of Voice Application

Team Meeting

Date & Start/End Times: 29/08/2019 2:10pm - 4:00pm
Location: WZ703
People Present: Justin Bishop, Sanghun Kim, Nikkolas Diehl, Sundeul Donna Kim, Howard Zhu
People Absent: None
Purpose: To create team report and discuss work to do during the break
Objectives: To create the team report

Time	Agenda Item
2:10	Begin meeting
2:11	Discuss what documents need doing before the poster presentation
2:13	Review layout of personal and group report
2:16	Look at previous years posters
2:20	Discuss work priorities and time management of each team member during the 2 week break
2:25	Discuss meetings needed with client and mentor after the break and before the poster presentation
2:28	Discuss scoreboard system for both Alexa and google apps
2:40	Discuss what is left to do in order to complete the app on both platforms
2:45	Discuss all the documents required for the portfolio
2:55	Update Jira
4:00	Conclude meeting

Development of Voice Application

R&D Client Meeting Agenda

Date & Start/End Times:03/10/2019 10:10am - 11:00am
Location: Media Design School
People Present: Justin Bishop, Nikkolas Diehl, Hun Kim, Donna kim, Jarek Beksa, Howard Zhu
People Absent: None
Purpose: Demonstrate near finished Alexa and google project
Objectives: Get some feedback on the current version of the game on both platforms

Time	Agenda Item
10:10	Meet up
10:15	Show current version of Alexa
10:25	Discuss any changes that needs to be made to polish the game (DialogueFlow not working)
10:40	Discuss what is needed for poster presentation and tips for getting a good mark
10:48	Discuss the importance of meeting minutes
10:51	Discuss what extra assets are required
10:54	Put google version on hold due to limited GUI functionality
10:55	Discuss deadlines
10:56	Tips for poster: - explain what the Alexa and Google device is
10:58	Discuss usability testing - Jarek will be the first tester, after which randoms must be used
11:00	Conclude meeting

Development of Voice Application

Team Meeting

Date & Start/End Times: 03/10/2019 2:00pm - 5:02pm
Location: WZ703
People Present: Justin Bishop, Sanghun Kim, Nikkolas Diehl, Sundeul Donna Kim, Howard Zhu
People Absent: None
Purpose: To start working on the project portfolio, create executive summary
Objectives: To start working on and sorting the portfolio, as well as work on any documentation required for finalization of the project

Time	Agenda Item
2:00	Begin meeting
2:05	Discuss Assets needed for completion of both apps
2:15	Begin creating the Portfolio: - Find out what exactly is needed within the portfolio. - Create web pages for each element for the portfolio. - Sort all files into the correct directory. - Discuss attributes needed for communication page. - Discussion of everything needed for Development page (coding examples, recording of working product, shared work, Udemy, etc). - Create Index
2:55	Format website
3:30	Collect and add images of all types to spare documents
4:00	Format chat logs to add to the portfolio website
4:05	Begin creating the Executive summary
4:25	Format and add team pictures to website
4:45	Delegate portfolio and application tasks to team members
5:00	Plan next meeting
5:02	Conclude meeting

Development of Voice Application

Team Meeting

Date & Start/End Times: 09/10/2019 11:30am - 2:12 pm
Location: WZ703
People Present: Justin Bishop, Sanghun Kim, Nikkolas Diehl, Sundeul Donna Kim, Howard Zhu
People Absent: None
Purpose: Continue working on the portfolio and begin work on the poster
Objectives: Look over executive summary, work on portfolio, and begin working on the poster

Time	Agenda Item
11:30	Meet up
11:35	Work on Executive summary & portfolio - Get Executive summary to a state where we are all happy with it - Email to Karen when it is complete
12:00	Review current version of app
12:15	Finalize Executive summary and submit it - Add cover page - Email to Karen
12:33	Lunch break
1:15	Return from break
1:23	Create framework for Poster - Add body to poster - Create a framework for the poster for Client to look over
2:11	Conclude meeting

Development of Voice Application

Mentor Meeting

Date & Start/End Times: 11/10/2019 2:00pm – 2:30pm
Location: WT609
People Present: Nikkolas Diehl, Sanghun Kim, Sundeul Donna Kim, Ahkbar(Mentor)
People Absent: Justin Bishop
Purpose: Show current versions of both apps, get advice for finalization of the project
Objectives: Show current versions of both Alexa and Google apps, find the most important aspects for finalizing the project

Time	Agenda Item
2:00	Meeting starts
2:05	briefly talked about project state
2:10	Alexa version demonstration - Interface testing with Mentor - demonstrates bugs: interface returns only one event: rank and inGame - Mentor: Do not demonstrate what we have not done or not solved. - Presentation includes demo: No extra other presentation with PPT
2:15	Google version demonstration - Google interface restricts Interface functions - only List type of display layout - polishings:interface: better be changed - doesn't look like finished project
2:25	Advice from Mentor: reflective report the most important: challenges, focused part in project - Work logs/ individual logs must be handed - Personal logs with reflective report and the hard copy of reflective report should be handed to Mentor.
2:30	Meeting Concluded

Development of Voice Application

R&D Client Meeting Agenda

Date & Start/End Times:14/10/2019 1:00 pm - 2:12 pm
Location: WO level 16
People Present: Justin Bishop, Nikkolas Diehl, Hun Kim, Donna kim, Jarek Beksa, Howard Zhu
People Absent: None
Purpose: Demonstrate finished Alexa and google project
Objectives: Get some feedback on the current version of the game on both platforms, as well as some guidance and advice on the poster layout

Time	Agenda Item
1:00	meet up and walk to sals pizza to have the meeting there
1:20	show poster framework to Jarek - take pictures of us using the google home / Alexa voice only device to show - Briefly touch on the google UI restrictions for technical challenges - Portfolio is majority of the mark - Talk about the button trigger challenges for Alexa - Introduction should be similar to project proposal - Main goal is the development of the voice app, the visual aspect is a bonus
2:00	discuss changes to be made for Both Alexa and google versions - take images from google for the missing images as they are just placeholders while the assists are being acquired
2:12	conclude meeting

Development of Voice Application

Team Meeting

Date & Start/End Times: 16/10/2019 12:10pm - 3:50pm
Location: WZ703
People Present: Justin Bishop, Sanghun Kim, Nikkolas Diehl
People Absent: Sundeul Donna Kim, Howard Zhu
Purpose: To finish a draft version of the Poster
Objectives: To finish a draft version of the poster that we can give to the client and mentor for feedback

Time	Agenda Item
12:10	Meet up
12:15	Choose layout and colour design for the poster
12:25	Fill out text fields of the poster - Project Overview - The process
1:30	Lunch break
2:10	Return from break and continued working on the poster - Challenges - References
3:30	Sent draft version to client and mentor
3:50	Conclude meeting

Development of Voice Application

Team Meeting Agenda(Alexa Team)

Date & Start/End Times: 17/10/2019 14:00-17:30
Location: WZ level 7 R&D LAB
People Present: Howard Zhu, Sanghun Kim, Sundeul Donna Kim
People Absent: None
Purpose: Refactoring code for Amazon/Alexa version of the product
Objectives: Refactoring and finalizing the code

Time	Agenda Item
14:00	Meet up
14:10	Start reviewing the code
14:20	Fix small errors and edit for final changes
14:50	Start refactoring
15:25	Rank called inGame error fixed
15:25	Refactoring continued
16:00	Error detected: Alexa problem error
17:30	Meeting finished

Development of Voice Application

Team Meeting

Date & Start/End Times: 21/10/2019 11:45am - 2:20 pm
Location: WZ703
People Present: Justin Bishop, Sanghun Kim, Nikkolas Diehl, Sundeul Donna Kim, Howard Zhu
People Absent:
Purpose: Polish the final version of the poster
Objectives: After receiving feedback on our poster we now have to make the recommended changes and complete the final version to hand in

Time	Agenda Item
11:45	Meet up
11:48	review what recommended changes need to be implemented to the poster
11:59	Import each section of text within the poster to grammarly to correct all grammar errors within every section
1:15	insert cumulative flow diagram of overall work done and continue editing wording of each section
2:05	Put final poster version on the team's google drive and email finished version of poster to Mentor and Client
2:20	conclude meeting

Development of Voice Application

Team Meeting

Date & Start/End Times: 25/10/2019 3:30pm - **5:00**pm
Location: Discord meeting (online)
People Present: Justin Bishop, Sanghun Kim, Nikkolas Diehl, Sundeul Donna Kim, Howard Zhu
People Absent:
Purpose: Work on the portfolio
Objectives: Progress on the portfolio

Time	Agenda Item
3:30	Begin call on discord
3:35	Discuss what needs to be done for our NDA
3:40	Convert all meeting minute documents into PDFs
4:05	Add poster file to portfolio
4:25	Discuss plan to delegate tasks to each team member - Justin to do: - Add client feedback form tab - Development tab now should have gantt chart and others - Sanghun to do: - Change Planning/Control sub-tabs to V1, V2, Change Document - Nikkolas to do: - Decisions/Rational removed, replaced with Poster - Sundeul to do: - Mid term review page replace relations tab - Howard to do: - Teamwork/Communication, meeting minutes.
4:50	Sharepoint meeting organized - Wednesday 30th October - WZ701
5:00	Conclude meeting