# Software Engineering Research Project | 2020 Group 9
# Weekly Report S1W5

*What have I done for the project this week individually?*

The majority of my individual contributions to the project this week revolved around organising information for the purpose of delivery in the client meeting, as well as practically preparing the meeting agenda and slides. I reviewed all the data sources, relevant tools and resources our group had collected over the past week in effort of choosing those most applicable to the upcoming stages of the project, and suitable to aid explanation during the client meeting.

I wrote notes summarising the points I was designated to deliver during the presentation, which were the data requirements of the project and how the related to considerations for the various models. Following the meeting, I began reviewing the recording, which I uploaded for the other group members, to retroactively take minutes and prepare follow-up questions to communicate with the clients.

*What do I plan to do for the project next week individually?*

Next week I will be focusing on completing the project proposal report which will include sourcing relevant academic artefacts for literature review, formalising functional and non-functional requirements and developing artefacts supporting designs and our proposed solutions.

In addition to this, given time I would like to finish reviewing the recording and preparing the questions to communicate with Andy so that he can view them in advance and think about them before our next informal meeting which will likely be during the mid-semester break.

*List the issues you encountered and give some reasons if applicable…*

Some issues I encountered this week were related to the preparation of the presentation for the second client meeting. One of these difficulties was organising the collected data and resources to find a way to include it in the presentation discussion in a meaningful and interesting way. Although most of all data and resources we collected were beneficial to the project, they were not all relevant to the immediate activities which made this difficult. Furthermore, I did experience some difficulty in the practical organisation of meeting proceedings within the group due to a short timeframe resulting of our own schedule constraints.

Additionally, the completion of the research proposal report by its original date was of quite a concern to the group and I, given the schedule of the meetings, however this has since been resolved given the extension.