Meeting Minutes

- Workshop One - 13-01-26 - Campus Carbon Challenge Game Initiation Phase
  - Important Links / Resources
  - Problem
  - Stakeholders
  - Goals
  - Success Measurements
  - MVP (Minimal Viable Product)
  - Other Considerations
  - Next Steps
  - Roles
  - Tasks
  - Roadmap
  - Minutes:
- Workshop Two - 20-01-26
  - Objectives:
  - Minutes:
- Weekly Meeting One - 21-01-26
  - Agenda:
  - Minutes:
  - Weekly Tasks:
- Workshop Three - 27-01-26
  - Agenda:
  - Minutes:
  - Weekly Tasks:
- Weekly Meeting Two - 28-01-26
  - Minutes:
- Workshop Four - 03-01-26
  - Agenda:
  - Minutes:
- Weekly Meeting Three - 04-02-26
  - Minutes:
  - Weekly Tasks:
- Drop In - 09-02-36 (13:15)
  - Questions:
  - Minutes:
- Monday Pre-Presentation Prep - 16-02-26
  - Agenda:
  - Minutes:
- Presentation - 17-02-26
- Weekly Meeting Four - Sprint One Review - 18-02-26
  - Agenda:
  - Sprint One Review

Log of Member Contribution

WEEK ONE

WEEK TWO

WEEK THREE

WEEK FOUR

WEEK FIVE

WEEK SIX

Meeting Minutes

Workshop One - 13-01-26 - Campus Carbon Challenge Game Initiation Phase

Attendance: Everyone

Important Links / Resources

[Project No 5 Specification]
[Google Doc]
[Github]

We all individually have to submit a 'reflection.pdf' at the end of this term for this CW, which is a self reflection of your input to this project and what you learnt, you may want to start that now to keep a track of what you have done, just a little reminder if you hadn't seen that!

Problem

Quoting from the specification, the below text is the requirements and goals we need to achieve in our final system.

"Build a web application that helps campus users understand and reduce their carbon footprint through a challenge-based game. The system must allow users to log actions, estimate carbon savings, join challenges, earn points, and visualise progress at individual and cohort levels.

Universities are expected to reduce emissions and report progress. However, individual behaviour change is difficult because impacts are invisible, data is confusing, and motivation is low.

Your system addresses this by providing:
• A clear model for estimating carbon impact from everyday actions.
• Challenges and missions that make behaviours measurable and rewarding.
• Dashboards that show progress, uncertainty, and the assumptions behind calculations.
• A mechanism for groups (e.g., halls, societies, classes) to compete or collaborate."

Stakeholders

In order to make a system successful, you need to decide *how* it will be successful, and that's dependent on the client and the users wants and needs. What does the client want to achieve? What does the user want to get out of the system?

Client (Universities)

- What data do they want?
- What's their aim out of the product?

- …

Users (Students)

- Students and Staff on Campus
- Why will students use this system?
- …

Goals

We need to list our own goals as a group, they will probably be pretty similar to the specification but it's good to define our own. These can be quite arbitrary, don't worry about specific structures/architecture/methods, we will define that in one of the next sections where we do an MVP.

- Log micro changes of carbon data and simulate data for analysis
- Reduce carbon emissions and promote eco-friendly habits
- Create a fun way to introduce sustainability

Success Measurements

As much as we need goals, we also need to define how we measure success so that we can evaluate our project once we have finished implementing it. Most businesses use something called KPIs (Key Performance Indicators) to quantify different bits of data regarding their goals to meet specific goals, so we can apply this same principle (loosely) to this project.

KPIs should be specific, measurable, achievable, relevant and have a 'deadline'.
I've given some ideas below again:

- Runtime -> Website/Application uptime and availability
- Engagement -> We can't really do engagement because we aren't actually running the application for people to use, but i think this would be good to use for a 'future reflection' section
- Carbon footprint reduced, how are we going to measure it?
- …

MVP (Minimal Viable Product)

As a group we need to decide what our minimal viable product is, this is essentially the 'bare bones' of features we need to produce to have accomplished our goals.
I've created a small list just as sort of ideas, but this is something we should decide as a group. In the specification the specific system requirements reflect **sections 1.2 - 3.3**.

- Authentication login system
- Users/Accounts
- Weekly/Monthly Task Tracker (What are the tasks/challenges?)
- Leaderboard
- Analytics Dashboard (Do users see this? What do they/we see?)
- Calculations
- Store Data/Actions
- Evidence
- Moderator Workflow - Submitting/Approving

SECOND SPRINT - “SHOULD HAVE”

- Teams / Registration
- Badges
- Streaks

Other Considerations

Beyond features, we also need to consider other things that need to go into our submission, please add if i have missed any!

- Code
  - Language
  - OOP?
  - Web-based application?
- Data
  - Data Management
  - Need Dataset
  - Storage
- User Experience
  - Accessibility (Readable Layout/User Friendly)
  - Ethics (Privacy/Harm Risk/Licensing)
  - Societal/Environmental Impacts
- Testing
  - Test Strategy
  - Test Suite
  - Security & Demo Accounts
  - Risks
- Documents
  - README.md
  - Maintenance and Troubleshooting
  - Handover Package
  - Documentation & Logs
  - Demo

Next Steps

- Any more specific KPIs now MVP decided?
- Decide roles and responsibilities

- MVP -> Planning Out Features, how are we going to produce them? Who’s responsible?
- Testing -> Test Strategy
- UX -> User Stories, Ethics, Accessibility?
- Data Architecture -> Storing data, what data?
- Code Architecture -> Code structure, language, conventions?
- Docs/Log -> What do we want to document, where do we store logs?

- Timetabling -> When are the deadlines? When do we want to meet?

- Tasks/Roadmap

Roles

Being flexible with roles will benefit working collaboratively, but having a rough idea of responsibilities helps with communicating issues/concerns especially if you have a task that might relate to someone else's responsibilities.

Project Lead: Madi

Technical Lead: Ben

Data/ML Lead: Jai

UX designer: Zarreen

Software developer: Marko / Phoebe

QA & Testing: Davi

Documentation & comms: Armin

Tasks

We can do this in google docs as a tracker, but if people like and use Notion it is very good for this sort of tracking.
I've simplified what was presented in the lecture to that, those who are responsible are equally accountable, and that everyone will be naturally informed of things, but we can change this if necessary.
We will fill this out together, following is a rough guide:

Task	Responsible	Consulted	Deadline
Test Strategy	QA&Testing	TechL/DataL	20th Jan
User Stories	UI/UX Designer	TechLead/SD	20th Jan
…			

Roadmap

Can consider this more specifically once we are a bit more into the planning stage and know the actual specifics of the features in the MVP. The current roadmap is roughly:

12/01 -> Initialisation Phase, scope out and understand the problem. Organise the team.
CW1 WEEK 5 -> Prototype v1, Report and Demo
Cw2 WEEK 11 -> Final Prototype, Client Handover and Presentation

Minutes:

We picked project 5 because:

- Global warming / eco friendly
- Fun way to introduce sustainability
- Log micro changes
- Simulate data
- Data can be used to project people's habits
- Small micro changes in individuals can make a big difference

Practice Pitch:
Universities spend thousands on developing eco-friendly and sustainable infrastructure, but these attempts have little benefit to the environment and actually interfere with productivity. Our product plans to use micro learning and habit changes to introduce users to the world of sustainability and present it to them in a fun, engaging way. while also saving Universities thousands in systems and infrastructure and removes the environmental cost of manufacturing.

Workshop Two - 20-01-26

Attendance: Everyone

Starting Points:

- Get everyone on the Notion Task Scheduler
- Go through the Risk Register / Scheduler / New Doc Tabs

Scrum Master: Madi
Product Owner: Zareen

Objectives:

MVP - Everyone
Responsibility : Madi (Project Lead) & Ben (Technical Lead)

- Decide what is the exact list of features for first sprint
- Might be handy to look at Phoebe's notes
- Decide what is the list of features we want to do in the second spring ("should have")

- Decide which of the 'should have' features need half-implementing for demo/prototype

From last week:
Official MVP List:

- Users/Accounts
- Actions
- Calculations
- Challenges
- Points
- Leaderboard
- Moderations

"Should Have" List:

- Teams
- Badges
- Streaks

User Stories - Everyone
Responsibility: Zarreen

- Go through and turn each point in the MVP into a user story
- User stories are the MVP points from the User Perspective
- Might be more than one user story per MVP feature, but try keep it to a few, and have them be concise
- Eg. 'As a student I want to be able to easily click through menus so the app is easy to navigate and I can easily get to what I'm looking for.'
- *They want us to do both our must have and should have features, but I want to prioritise on our first sprint features for now, so solely the MVP. Be mindful of scope creep.*

- Then we need to do the risk and acceptance criteria that follows each user story. (The acceptance criteria shouldn't be too technical, it will get broken down again later)
- Put all of this into the sprint plan!

Sprint Plan / Scrum Cycle
Scrum
- Weekly
- Scrum Board Tab

Review
- Make sure we stay on target and on time, meeting deadlines
- What do we need to work on next

Retrospective
- Any issues in the week? Meeting time? Communication challenges?

User Stories / Ethical & Legal Considerations - UX
Responsibility: Zarreen (UX & Experience Lead)
- Ethical & Legal Considerations (Ethical and Legal Considerations Tab)
- USER STORIES are the priority, you can convert all your work above into user stories, bring them to scrum meetings so devs can implement them (SCRUM BOARD tab)
- Can also write up User Stories for the second sprint and store them elsewhere til we need them (might be later this sprint for half-implementing features or for next sprint to fully implement)

Code/Data Crossover - All Developers
Responsibility: Ben (Technical Lead) & Jai (Data Lead)
- What do data devs need to know from software devs?
- What data? Accessibility?
- What do software devs need from data devs?

- Keep consistent communication about needs and requirements on both sides!

Code Architecture - Software Devs
Responsibility: Ben (Technical Lead)
- Functions
- Code Structure
- Web-Application

Data Architecture - Data Devs
Responsibility: Jai (Data Lead)
- Storing data?
- Where to store?
- Hashing? Privacy?

You can all add in and delegate tasks on the Notion tracker, there is a 'CW1 Code Task' Type to use, and I will also write any User Stories in as tasks, so you can set the code tasks to be their prerequisites.

Test Strategy - Testing & Developers
Responsibility: Davi (QA & Testing)

- How are we going to test code?
- Plan this “end-to-end” test
- Think we need to clarify a little bit on what they actually want from this
- Start making tests for the devs

Documentation - Docs
Responsibility: Armin (Documentation & Comms)

- Start filling out first sections of the prototype report
- The Problem/Goals/Success Measures/MVP

Art Assets - UX & Art
Responsibility: Madi (Artist) and Zarreen (UX & Experience Lead)

- This is quite a fun area, so if anyone wants to have input on this then just mention it
- Discuss what art assets should look like
- Accessibility/Ethical/Engagement perspective

Other

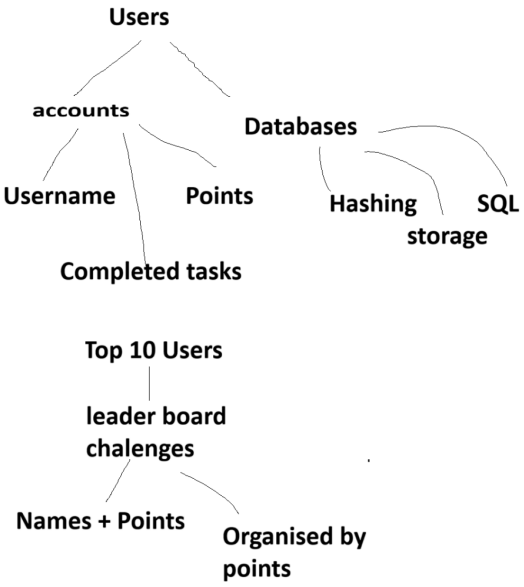
- Should we decide on a game name?
- What could be the logo?

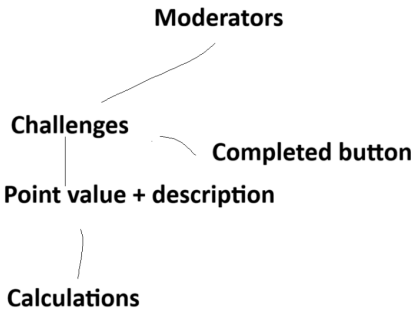
Final Notes

- Does anyone feel like they have too much or too little?
- Are we ok with deadlines we have set?
- Any issues?
- Anyone got any risks they would like to bring up and add to the risk register for PL to handle?

Minutes:

- Went through the MVP
- Created user stories off the MVP
- Made Acceptance Criteria for the user stories
- Ben -> Break down acceptance criteria into to-do / set up code architecture
- Set up Sprint Plan


Users
accounts
Databases
Username
Points
Hashing
SQL
storage
Completed tasks


Moderators
Challenges
Completed button
Point value + description
Calculations

Top 10 Users
leader board
chalenges
Names + Points
Organised by
points

Weekly Meeting One - 21-01-26

Attendance: Everyone

Agenda:

- Finish Sprint Plan for first sprint
- Set up Scrum Board for this week
- Finish code architecture
- Delegate code tasks
- Make sure everyone knows what they are doing, has deadlines

Minutes:

Database
USER TABLE - For accounts and details
POINTS TABLE
TASKS (DAILY/WEEKLY) AND CHALLENGES (MONTHLY) TABLE
EVIDENCE TABLE

WALKING -> Tick box for first sprint
-> Second sprint we *may* improve to be GPS tracking/API interface
CALCULATIONS

Weekly Tasks:

MADI
- Translate Sprint Plan onto Github/Trello
- Continue to update risk register
- Keep task scheduler up to date
- Check in with everyone before next workshop meeting
- Plan agenda for meetings for next week
- Meet with Zarreen & Phoebe for UI layouts

BEN
- Coding (see Scrum Board)

MARKO
- Coding (see Scrum Board)

PHOEBE
- Plan out and assign points and categories (“Daily”, “Weekly”, “Monthly”) to each
- Help Zarreen & Madi with HTML/CSS

JAI
- Figure out main metrics that’ll be shown to the user in the dashboard
- Plan what sort of figures/plots will be shown to users
- Create full database structure

DAVI
- Keep on making testing plan, I need some code
- Wait until Marko and Ben start programming and provide some methods to start making suites.

ZARREEN

- Look into legal and ethical considerations
- Create UI layouts with Madi & Phoebe (HTML & CSS)

ARMIN

- Start working on the structure of the prototype doc, Problem/Goals/SuccessMeasures/MVP
- Help Jai create full database structure

Workshop Three - 27-01-26

Attendance: Everyone but Phoebe (conflicting scheduling)

Agenda:

Scrum Board
We are going to go to the scrum board tab and update it for this week, make sure everything is up to date on Github too.
UI Flow Transition Diagram 'Lo-Fi Prototype'
Run through the UI Designs, finalise some unsure areas and make sure the scope isn't too risky. Ensure that everyone is on board with the code requirements the UI would require.

We have already done the Workshop task so I want to use the time to get on with some collaborative work on tasks that might not be fully complete. (This will probably be similar to tomorrow as well)

Minutes:

- Updated scrumboard for this week
- Updated github for this week
- Went through UI flow transition
- Discuss classification of tasks next week
- Decide next week on badges/streak location on web

Tomorrow's Meeting
Meet at Ben's house tomorrow at 12, snacks and drinks shall be provided but please let us know if you would like anything beforehand!

Weekly Tasks:

MADI
- Demo Slides Structure
- Update UI Layout for Badges/Streaks
- Update UI Layout for Analytics
- Provide support where needed

BEN
- Database Tracer

ZARREEN
- Continue working on ethical and legal considerations document
- Demo slides
- HTML
- *Possibly* look through User Stories for Sprint 2

DAVI
- Prioritise HTML with Phoebe
- Continue working on tests
- End-To-End Testing

MARKO
- Challenges Database & Challenges Dashboard

PHOEBE

- HTML

JAI

- Challenges Database & Challenges Dashboard

ARMIN

- Continue on prototype document

Weekly Meeting Two - 28-01-26

Attendance: Everyone

Minutes:

- Catch up on where code is at and make sure devs are all on the same page with the website.
- Collaborative work on code
- Decided on classification of tasks (taxonomy)
- Determined how badges / streaks will look visually ahead of Sprint 2 -> needs reflecting in UI layout
- Ask in next workshop about the presentation date and whether we need to include ethical/legal considerations in the demo
- Madi and Zarreen discussed demo slide structure

Demo Slides Initial Structure

Introduction

- Madi > Introduction / Pitch / What have we created
- Phoebe & Zarreen > Demo / Ethical and Accessibility Decisions

Technical Aspect

- Ben > Website communicating with backend using postmapping, what code is doing
- Marko > Explain intricate code, how code is doing
- Ben > Communicating with the database, What database is doing
- Jai > Database, how database is structured

Reflection

- Davi > Testing and Success Measures
- Armin > Future Work for Sprint 2

Workshop Four - 03-01-26

Attendance: Everyone but Madi (illness)

Agenda:

- Madi : Ask TA about presentation date, and legal/ethics in demo
- Zarreen : Ask TA about the licensing doc

Minutes:

- Reviewed report started by armin
- Advised changes and structure based on lecture
- Working on test suite
- Went over the legal requirements and accessibility standards needed with devs
- Take screenshots/video for backup incase demo fails
- Leave time for Q&A - be prepared for questions

Slide	Title	1 key message	Evidence	Speaker	Time
1					
2					
3					
4					
5					

Take screenshots/video for backup incase demo fails
Leave time for q&a - be prepared for questions

Weekly Meeting Three - 04-02-26

Attendance: Everyone

Minutes:

- Catch up on yesterday
- Update scrumboard
- Update logs
- Demo Slides
- Seeded Dataset

Weekly Tasks:

MADI
- Update UI Layout for Badges/Streaks
- Update UI Layout for Analytics
- Review docs (Review Zarreen doc for Solomon)

BEN
- Leaderboard completion

ZARREEN
- Demo Slides
- Ethical Considerations

DAVI
- Continue testing

MARKO
- Leaderboard completion

PHOEBE
- Complete login in UI
- Complete tasks UI
- Complete evidence and challenges UI
- Add hover for all buttons

JAI
- Adding all the database tables

ARMIN
- Continue working on prototype report

Drop In - 09-02-36 (13:15)

Attendance: Everyone

Questions:

What is factor model design for the prototype report?
For the prioritised requirements, should we list them by user story or criteria?
Ask for review on Ethical / Legal Considerations Document, Licensing Decision and Risk Register

Minutes:

Need to start Read Me on the Github

+ Summary of the different branches and what are the different files
+ Concise manner
+ Log of who has worked on what

Monday Pre-Presentation Prep - 16-02-26

Attendance: Everyone

Agenda:

- Liaison on where the product is at, finish any final parts of code planned for sprint one.
- Finish the demo slides
- Run through the presentation and practice timing

Minutes:

- Points and challenges needed finishing, all else is complete
- Phoebe will take over Madi's role in the presentation as Madi is worried about being too ill to attend.

Presentation - 17-02-26

Attendance: Everyone but Madi (illness)

Weekly Meeting Four - Sprint One Review - 18-02-26

Attendance: Madi, Ben, Phoebe, Zarreen, Armin, Davi, Marko

Agenda:

- Complete all the deliverables for submission
- Update log
- Review this sprint

Sprint One Review

- Meetings are good, regular enough, timing and scheduling all considerate of everyone
- Addressed workload and communication issue with Jai, feel issue is resolved
- Plans for this week was useful
- Continue scrumboard in google doc / github
    - Google Doc scrumboard preferable to Github, although the technical issues are helpful to have access to
- Davi might want support in testing from Zarreen

Log of Member Contribution

WEEK ONE

WORKSHOP ONE 13-01-26

Initialisation phase

+ Discussed MVP / Goals / Success Measures / Stakeholders

MADI 13-01-2026

+ Started Risk Register
+ Added Notion task scheduler
+ Added files to Github to create structure of submission
+ Prepared list of actions items

WEEK TWO

MADI 19-01-2026

+ Created Sprint Plan / Scrum Boards
+ Planned Agenda for Workshop 2

WORKSHOP TWO 20-01-2026

+ Finalised MVP
  ZARREEN
    + Created user stories
  BEN
    + Broke down acceptance criteria
    + Diagram of code architecture
  DAVI
    + Testing plan for each user story
  PHOEBE & ARMIN & MADI
    + Acceptance Criteria for User stories
+ Set up Sprint Plan
+ Poker Planning

WEEKLY MEETING ONE 21-01-2026

+ Finished Sprint Plan
+ Delegated Coding Tasks
+ Create Scrum Board for first week of coding

RESEARCH 22-01-2026 [PHOEBE/ZARREEN]

PHOEBE

+ Researched possible tasks and challenges for users to complete
+ Create spreadsheet of 12 tasks, assigned frequency and searched average CO_2 savings

ZARREEN

+ Researched the accessibility standards needed for website

DESIGN MEETING 23-01-2026 [PHOEBE/ZARREEN/MADI]

PHOEBE

+ Started base template for webpage using HTML and CSS
+ Assisted with design opinions

ZARREEN & MADI

+ Design and create mock up of login screen, homepage, leaderboard dashboard

ZARREEN

+ Researched legal considerations
+ Designed all the tabs with accessibility features

DATABASE WORK 24-01-2026 [ARMIN/JAI]

ARMIN & JAI

+ Looked through specification to understand database requirements
+ started 3 stages of database design (Conceptual, Logical, Physical)
+ Worked on First Draft of database to have a basic structure we can further build on

UI WORK 25-01-2026

PHOEBE

+ Fixed issues
+ Updated css file

ZARREEN

+ Started main screen
+ Updated css file
+ Completed design

BEN

+ Code for login backend

MADI

+ Completed mock-ups of design and flow transition diagram
+ Made agenda for Week Three

JAI

+ Created ER diagram for database
+ Began and almost done with Physical Database Design using SQL.

WEEK THREE

MADI 26-01/26

+ Set up scrum board on Github
+ Added to risk register
+

ZARREEN 26-01-2026

+ Worked on the html for tasks page
+ Updated CSS file
+ Met with Phoebe to ensure all accessibility features are implemented

PHOEBE 26-01-2026

+ Worked on HTML for design aspects
+ Fixed issues
+ Updated CSS file

WORKSHOP THREE 27-01-26

MADI

+ Updated scrum for the week on both docs and Github

ZARREEN + MADI

+ Went through lo-fi prototype with devs
+ Amended prototype with extra features

ZARREEN

+ Continued draft for legal pdf
+ Consulted the TA

WEEKLY MEETING TWO 28-01-26

ZARREEN

+ Research for license decisions
+ Completed license document
+ Brainstormed with Madi on design for Sprint 2

PHOEBE

+ Continued working on HTML

DAVI

+ Worked on testing- mockito
+ Assisted with HTML

JAI

+ Assisted on report
+ Figuring out Database with Marko

BEN

+ Helped everyone with the setting up of appropriate software
+ Created backend for login functionalities incorporating H2 database
+ Established a local hosting functionality
+ Created H2-console for database admins
+ Created database and created basic User table for logins
+ Connected HTML files and backend to local host

MARKO

+ Figuring out database with Jai
+ Created challenges table and trying to link with frontend

ARMIN

+ Continued working on report

MADI

+ Brainstormed with Zarreen on design elements for Sprint 2
+ Started structure for demo slides

WEEK FOUR

WORKSHOP FOUR 03-02-26

+ Review report structure
+ Working on test suite
+ Review legal/ethical considerations with devs

WEEKLY MEETING THREE 04-02-26

+ Update the scrumboard
+ Demo Slides Created
+ Completed legal and ethical docs

PHOEBE [05-02-26]

+ Continued working on HTML

WEEK FIVE

DROP IN 09-02-26

WORK DURING WEEK [09-02-26/13-02-26]

PHOEBE

+ Continued and mostly done with html

ZARREEN

+ Mostly done with slides

ARMIN

+ Progress with report

DAVI

+ Progress with testing

WEEK SIX

MONDAY PRE-PRESENTATION MEETING FOUR 16-02-26

PHOEBE, ZARREEN, MADI

+ Finish demo slides

BEN, MARKO

+ Finishing code for Demo

ARMIN

+ Continuing report

PHOEBE, ZARREEN, BEN, ARMIN, DAVI

+ Finalising presentation and final run through

PRESENTATION 17-02-26

WEEKLY MEETING FIVE 18-02-26

MADI

+ Sprint Review, finalise risk register, meeting minutes
+ Updating Logs
+ Completing submission deliverables
+ Writing README.md
+ Writing Management & Risk section of report
+ Editing Prototype Report
+ Liaison with members to make sure everything is complete

BEN

+ Comment Code
+ Writing Report

ZARREEN

+ Ensuring all docs tally with code
+ Proofread all documents
+ Helped Armin

DAVI

+ Writing testing evaluation on the report
+ Getting more testing done
+ Checking deployment_guide.pdf
+ Commenting tests

ARMIN

+ Writing Report