Team Meetings Documentation

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| **Week 1 (31/01/2024)** | | |
| **Attendance: Aaron, William, Sam, David** | | |
| **Minutes** | **Task** | **Members** |
| 5mins | Introductions | Aaron, William, Sam, David |
| 30mins | Delegate Roles | Aaron, William, Sam, David |
| 20mins | Questions for Co-Designers | Aaron, William, Sam, David |
| 10mins | Set up GitHub and Discord Server | Aaron, David |
| 1hour | Discuss Potential Challenges with Project | Aaron, William, Sam, David |
| 5mins | Assign slides to members | Aaron |
| 10mins | Talk about design for the web-app | Aaron, David, William, Sam |
| 30mins | Work on Project Plan Presentation | Aaron, David, William, Sam |
| **Meeting with Co-designer (26/01/2024)** | | |
| **Attendance: Aaron, William, Sam, David** | | |
| 15mins | Introduction with Co-Designers | Aaron, William, Sam, David |
| 25mins | Analysing how our Co-Designers use everyday apps | Aaron, William, Sam, David |
| 20mins | Ask questions related to challenges they face everyday | Aaron, William, Sam, David |

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| **Week 2 (07/02/2024)** | | |
| **Attendance: Aaron, William, Sam Online Attendance: David, Yasser** | | |
| **Minutes** | **Task** | **Members** |
| 15mins | Discuss Plan for Project | Aaron, William, Sam |
| 15mins | Re-design the project | Aaron, David, William, Sam |
| 10mins | Inform Team Members On Software to be installed | Aaron |
| 20mins | Installing and setting up node.js and docker on laptops for Team Members | Aaron, William, David, Sam |
| **Meeting with Co-designer (02/02/2024)** | | |
| **Attendance: Aaron, William, Sam, David, Yasser** | | |
| 20mins | Asking further requirements questions | Aaron, David |
| 20mins | Documenting co-designers’ responses | William, Sam, Yasser |
| 15mins | Filling out the Group Charter | Aaron, William, Sam, David |
| 15mins | Presented Project Plan | Aaron, David, William, Sam |

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| **Week 3 (14/02/2024)** | | | |
| **Attendance: No Team Meeting this Week due to confirmation Aaron had to attend in Glasgow** | | | |
| **Minutes** | | **Task** | **Members** |
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| **Meeting with Co-designer (09/02/2024)** | | | |
| **Attendance: William, Sam, David, Yasser** | | | |
| Prior Meeting 45mins | Typed Up Questionnaire for co-designer | | Aaron |
| Prior Meeting 1hr | Fill out the design defence document | | Aaron |
| 30mins | “I Like, What if, I wish” slides filled out | | David, William, Sam |
| 15mins | Use Case for the project | | David, William, Sam |
| 1hr 30mins | Figma Prototype | | David, William, Sam, Yasser |
| 1hr | Create a design defence Presentation | | Aaron, David, William, Sam |

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| **Week 4 (21/02/2024)** | | |
| **Attendance: Aaron, William, Sam, David** | | |
| **Minutes** | **Task** | **Members** |
| 20mins | Discussed Implementation Plans | Aaron, William, David, Sam |
| 10mins | Assigned implementation roles | Aaron |
| **Meeting with Co-designer (16/02/2024)** | | |
| **Attendance: Aaron, William, Sam, David, Yasser** | | |
| 20mins | Presented Our Design Defence Presentation | Aaron, William, David, Sam |
| 15mins | Demonstrated our Figma prototype to the co-designers | Aaron, David |
| 10mins | Explained journey through prototype | Aaron, David |
| 15mins | Documented the co-designers feedback | Sam, William, Yasser |

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| **Week 5 (28/02/2024)** | | |
| **Attendance: Aaron, David, Sam, William** | | |
| **Minutes** | **Task** | **Members** |
| 15mins | Set up server file on node js | Aaron, William, David, Sam |
| 10mins | Discuss the implementation approach | Aaron, William, David, Sam |
| 25mins | Create a presentation for implementation plan | Aaron, William, David, Sam |
| 20mins | Create a template for the Home Page | Aaron |
| 1hr | Fill out plan defence document | Aaron |
| **Meeting with Co-designer (23/02/2024)** | | |
| **Attendance: Aaron, William, Sam, David** | | |
| 15mins | Go over the Figma prototype again with updated changes from last week | Aaron, David |
| 15mins | Document a “I Like, I Wish, & What If” Map for the co-designer | Aaron, William, David, Sam |
| 15mins | Documented a “What’s working & What’s not Working” Map for the co-designers | Aaron, William, David, Sam |
| 15mins | Documented a “Journey Map” for the co-designers | Aaron, William, David, Sam |

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| **Week 6 (06/03/2024)** | | |
| **Attendance: There was no team meeting this week as there was a storm preventing travel into the college** | | |
| **Minutes** | **Task** | **Members** |
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| **Meeting with Co-designer (01/03/2024)** | | |
| **Attendance: There was no meeting with our co-designers this week as there was a storm preventing travel into the college** | | |
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| **Week 7 (13/03/2024)** | | |
| **Attendance: Aaron, David, Sam, William** | | |
| **Minutes** | **Task** | **Members** |
| 30mins | Creation of template pages for the rest of the web app | Aaron |
| 15mins | SQL Updated | William, Sam |
| 15mins | Updated Figma Again | David |
| 30mins | Started work on user login and sign up | Aaron |
| 15mins | Updated Server.js file | Aaron |
| **Meeting with Co-designer (08/03/2024)** | | |
| **Attendance: Aaron, William, Sam, David, Yasser** | | |
| 20mins | Presented our Project Plan Defence Presentation | Aaron, David, Sam, William, Yasser |
| 15mins | Helped Yasser set up node.js and docker on his laptop | Aaron |
| 20mins | Discussed current progress with our co-designer | Aaron, David, Sam, William |

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| **Week 8 (20/03/2024)** | | |
| **Attendance: Aaron, William, Sam, David** | | |
| **Minutes** | **Task** | **Members** |
| 10mins | Assign Pages to develop on | Aaron |
| 1hr | Got the implementation of User login/sign up working | Aaron |
| 1hr | Started implementation on transaction page | William |
| 1hr | Started implementation on settings page | David |
| 30mins | Worked on design of Home Page | Sam |
| 10mins | Updated SQL again | Aaron, Sam, William, David |
| **Meeting with Co-designer (15/03/2024)** | | |
| **Attendance: Aaron, William, Sam, David, Yasser** | | |
| 25mins | Discussed Bug fixes spotted | Aaron, David, Sam, William |
| 15mins | Symbol discussion with co-designer | David, Sam |
| 20mins | Demonstrated pages templates to co-designers | Aaron, David, Sam, William, Yasser |

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| **Week 9 (10/04/2024)** | | |
| **Attendance: Aaron, William, Sam, David** | | |
| **Minutes** | **Task** | **Members** |
| 15mins | Implemented the full settings page | David, Aaron |
| 3hrs | Fully developed and implemented the savings page | Aaron |
| 45mins | Further development of Transaction page | William |
| 1hr | Further development of Home page | Sam |
| 20mins | Review of current pages Developed | Aaron |
| 10mins | Discussion on removing spending and income page due to lack of development | Aaron, David, Sam, William |
| 1hr | Testing on transaction and savings page | William |
| 20mins | Updated SQL | William, Sam |
| **Meeting with Co-designer (22/03/2024)** | | |
| **Attendance: Aaron, William, Sam, David** | | |
| 15mins | Demonstrated progress on pages to co-designers | Aaron, David, Sam, William |
| 10mins | Overlooked Co-designer signing up and logging in | Aaron, Sam |
| 10mins | Documented interactions with login  interface | William, David |

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| **Week 10 (17/04/2024)** | | |
| **Attendance: Aaron, Sam, William, David** | | |
| **Minutes** | **Task** | **Members** |
| 2hrs | Fixed issues with transaction Page | Aaron, William |
| 2hrs | Fully developed Home Page | Aaron, Sam |
| 1hr | Updated Settings Page | David |
| 1hr 30mins | Testing on features | William |
| 10mins | Removed income and spending page | Aaron |
| 20mins | Final SQL Update | Aaron |
| **Meeting with Co-designer (12/04/2024)** | | |
| **Attendance: Aaron, William, Sam, David** | | |
| 10mins | Demo the current state of the web app | Aaron |
| 15mins | Discussed potential changes with co-designer | Aaron, William |
| 10mins | Documented co-designers’ interactions | Sam, David |

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| **Week 11 (24/04/2024)** | | |
| **Attendance: Aaron, David, William** | | |
| **Minutes** | **Task** | **Members** |
| 10mins | Discuss worked covered | Aaron, William, David |
| 10mins | Practice runs through of slides | Aaron, William, David |
| 10mins | Discussed needed changes | Aaron, William, David |
| 10mins | Update on documents needed to be finalized | Aaron, William, David |
| **Meeting with Co-designer (19/04/2024)** | | |
| **Attendance: Aaron, William, Sam, David, Yasser** | | |
| 15mins | Demo the final demo version of the app | Aaron, William, Sam, David, Yasser |
| 15mins | Discussed final submission deadline | Aaron, William, Sam, David, Yasser |
| 10mins | Assign documents to be updated | Aaron |
| 5mins | Assign slides to work on for final presentation | Aaron |