**Who attended the meeting on Week 1**

Jeremy Ryan Gardside  
Antonis Georgiou  
Cameron Haynes

**A breakdown of each persons achieved activity for the week**

* Cameron Started GitHub
* Antonis started minutes
* Jeremy started art and made a lot of ideas with Cameron
  + Kitten Tamagotchi website (feed, pet, customise cat, health, age, type, gender)
  + Ways to calm you and your cat
  + Chat with the cat reacts based on mode
  + Breathing exercise mini game
  + Mood tracking page, forum filling
  + React Based
  + Account system
  + Json progress store, hash it
  + DB for users, sqllite3

**Project progress**

* Started the general structure of the project such as GitHub start communications etc

**Issues encountered and planned response**

* **Issues encountered**
  + Members didn’t show up
* **Planned response** 
  + Communicated as much as we could with the missing members so they can be as updated as possible

**Group delegated roles:**

Jeremy – Project Lead   
Cameron – Dev Lead  
Haytham – Dev, Art/Design  
Walid – Marketing  
Zaham – Marketing   
Antonis – Lead Art/Design, Doc Minutes

**Who attended the meeting on Week 2**

Jeremy Ryan Gardside  
Antonis Georgiou  
Cameron Haynes

**A breakdown of each persons achieved activity for the week**

* Cameron Started the PowerPoint for the Presentation, had made progress on site development
* Jeremy and Antonis started art for the logo
* We had asked other members to contribute questions for the PowerPoint however Haytham, Walid and Zaham didn’t contribute to the PowerPoint
* We received little to no communication from Haytham, Walid and Zaham this week

**Project progress**

* Started the presentation of our product and the design of our logo
* Website development started with a NavBar being established with a login system
* Wednesday – Cameron and Jeremy had an impromptu meeting to be on same page and organise whose doing some docs

**Issues encountered and planned response**

* **Issues encountered**
  + 3 Members didn’t show up (half of team)
* **Planned response** 
  + Communicated as much as we could with the missing members so they can be as updated as possible

**Assigned tasks:**

Haytham: Design Documents, start application flowchart

Antonis – Corporate design

Cameron – Pact analysis, PowerPoint

**Who attended the meeting on Week 3**

Antonis Georgiou  
Cameron Haynes  
Haytham Grari  
Syed Zaham Haider

**A breakdown of each persons achieved activity for the week**

* Cameron, Antonis, Haytham and Zaham had the 1st interaction with the client and went through our presentation slides project led by Cameron and discussed to how we should proceed and approach our project

**Project progress**

* Our idea must fall into the guidelines of a good tool but not a substitute for mental health support. We must assist the NHS does not take it over.
* App must be reliable / robust and effective
* Must be interactable by the whole of Gateshead (people who can read / write, hard of hearing / deaf, those who can speak English)
* Must be accessible by all over the age of 16
* Refer to Becky to check if the use of our software is appropriate

Suggestions:

* Reminder system / daily check in
* Recommended articles based on keywords, personalised article recommendation (in article link to external resources)
* Lead to help in crisis
* To make the app more self-lead instead of linking with GP

**Issues encountered and planned response**

* **Issues encountered**
  + Members didn’t show up
* **Planned response** 
  + Divided the duties of the presentation to a way we found appropriate

**Assigned tasks:**

* Marketing & Design Team: Corporate identity and website
* Developer Team: Adjust small changes
* Haytham: Starting on TrelloBoard
* Jeremy: Art for the website

**Who attended the meeting on Week 4**

Jeremy Ryan Gardside  
Heytham  
Cameron Haynes

**A breakdown of each persons achieved activity for the week**

* Walid: Marking strategy updates
* Heytham: flowcharts
* Updating excel docs
* Cameron: agile doc, API docs, implementation of article recommendation

**Project progress**

* A lot of documentation progress, almost done all we are missing is the marking documentation and the functional and non-functional requirements

**Issues encountered and planned response**

* **Issues encountered**
  + A roadblock in what to make progress in, due to us already being ahead of progress
* **Planned response** 
  + coming together as a team, look at rubric and delegate tasks

**Assigned tasks:**

* Walid: Functional and non-functional requirements
* Zaham: marking strategy
* Both = marking site design
* Cameron: further site implementation for mood tracker and article recommendation
* Heytham: further flow charts
* Jeramy: more project planning / docs
* both = site wireframes

**Who attended the meeting on Week 5**

Jeremy Ryan Gardside  
Heytham Grari  
Cameron Haynes  
Antonis Georgiou  
Walid Graihim

**A breakdown of each persons achieved activity for the week**

* Jeremy, Antonis: PowerPoint Presentation
* Haytham: Wireframes
* Cameron: agile doc, API docs, implementation of article recommendation
* Walid: Marketing site design
* Zaham: functional and non-functional requirements

**Project progress**

* A lot of documentation progress, done the PowerPoint for the next presentation of our progress to date

**Issues encountered and planned response**

* **Issues encountered**
  + A roadblock in what to make progress in, due to us already being ahead of progress
* **Planned response** 
  + coming together as a team, look at rubric and delegate tasks

**Assigned tasks:**

* Walid: Functional and non-functional requirements
* Zaham: marking strategy  
   Both = marking site design
* Cameron: further site implementation for mood tracker and article recommendation
* Heytham: further flow charts
* Jeramy: more project planning / docs

both = site wireframes

**Who attended the meeting on Week 6**

Jeremy Garside  
Cameron Haynes  
Haytham Grari

**A breakdown of each persons achieved activity for the week**

* Jeremy, Haytham and Cameron attended and hosted the meeting with the clients, and developed the slides before the meeting too.

**Project progress**

* More information was learned from the clients, notes were taken from the clients and were added to project goals

Suggestions:

* Change wording to be more soft

**Issues encountered and planned response**

* **Issues encountered**
  + Members didn’t show up on time or at all
* **Planned response** 
  + Divided the duties of the presentation to a way we found appropriate

**Assigned tasks:**

* Project lead will review all of our work and make sure everything is done for the hand in date.