**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, sqlite3

**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, Haytham 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, work on general design

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 and not take it over.
* App must be reliable / robust and effective
* Must be accessible 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: Work on flowchart and wireframes
* Jeremy: Art for the website

**Who attended the meeting on Week 4**

Jeremy Ryan Gardside  
Haytham Grari  
Cameron Haynes

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

* Walid: Marking strategy updates
* Haytham: flowcharts and wireframes
* 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: marking strategy

Both = marking site design

* Zaham: Functional and non-functional requirements
* Cameron: further site implementation for mood tracker and article recommendation
* Haytham: further flowchart and start on wireframes
* Jeramy: more project planning / docs
* both = site wireframes

**Who attended the meeting on Week 5**

Jeremy Ryan Gardside  
Haytham Grari  
Cameron Haynes  
Antonis Georgiou  
Walid Graihim

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

* Jeremy, Antonis: PowerPoint Presentation
* Haytham: Wireframes and Figma design
* 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: marking strategy  
   Both = marking site design
* Zaham: Functional and non-functional requirements
* Cameron: further site implementation for mood tracker and article recommendation
* Haytham: further flow charts
* Jeramy: more project planning / docs

both = site wireframes

**Who attended the meeting on Week 6**

Jeremy Garside  
Cameron Haynes  
Haytham Grari

Walid Graihim

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

* Jeremy, Haytham, Cameron and Walid (came 5 minutes late) 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.

**Who attended the meeting on Week 7**

Jeremy Garside  
Cameron Haynes  
Walid Graihim  
  
**A breakdown of each persons achieved activity for the week**

* Jeremy, Walid and Cameron attended the session.
* Jeremy split the work between the groups and worked on group minutes.
* Cameron worked on:
  + created the feeding mechanic
  + created the happiness mechanic
  + added sleep to the game
  + added particle effects to sleep

- Walid worked on the business promotional website.

**Project progress**

* Website has better CSS and more basic functionality.
* Game given more models and more functionality.

**Issues encountered and planned response**

* **Issues encountered**
  + Members didn’t show up on time or at all
* **Planned response** 
  + Contact them online and assign them tasks.

**Assigned tasks:**

* Walid, business website and presentation for the clients
* Jeremy, meeting minutes, making sure all members are assigned tasks.
* Cameron, working on game and website, specifically text to speech.
* Haytham, working on game and website, specifically text to speech.
* Zaham and Antonis, to decide based on what is left to do.

**Who attended the meeting on Week 8**

Jeremy Garside  
Cameron Haynes  
Antonis Georgiou  
Walid Graihim

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

* Jeremy, Walid, Cameron and Antonis attended the session
* Jeremy created a weekly task document, created outlines for the client interactions document, as well as the group poster.
* Walid worked on the business website and social media presence.
* Antonis worked on the client interactions document.
* Cameron worked on technical functionality of the website.

**Project progress**

* Website has better CSS and more basic functionality.

Project documentation has progressed well.

Social media presence established.

**Issues encountered and planned response**

* **Issues encountered**
  + Members didn’t show up on time or at all.
  + Understanding of the poster took some time.
* **Planned response** 
  + Contact them online and assign them tasks.
  + Asked module leader on how to create the poster.

**Assigned tasks:**

* Jeremy: Weekly minutes, start to prepare the group presentation.
* Zaham: Work on the poster.
* Antonis: Work on the client interactions document.
* Haytham and Cameron: Work on technical deliverable
* Walid: Assist in client interactions document and continue on business website.

**Who attended the meeting on Week 9**

Jeremy Garside  
Cameron Haynes  
Antonis Georgiou  
Walid Graihim

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

* Jeremy, Walid, Cameron and Antonis attended the session
* Jeremy did a content review for the group, making sure the quality of all content is sufficient, he also started work on the group presentation and did the meeting minutes file.
* Walid continued work on the business website and social media presence.
* Antonis continued work on the client interactions document.
* Cameron continued work on technical functionality of the game on the website.

**Project progress**

* Game became more accessible and Project documentation has progressed well.

**Issues encountered and planned response**

* **Issues encountered**
  + Members didn’t show up on time or at all.
  + Figuring out what fonts to use for the game.
  + Getting people to do their work.
* **Planned response** 
  + Contact them online and assign them tasks.
  + Asked module leader on how to create the poster.

**Assigned tasks:**

* Jeremy: Weekly minutes, continue the group presentation, content review.
* Zaham: Work on the poster.
* Antonis: Work on the client interactions document.
* Haytham and Cameron: Work on technical deliverable
* Walid: Assist in client interactions document and continue on business website.

**Who attended the meeting on Week 10**

Jeremy Garside  
Cameron Haynes  
Antonis Georgiou  
Walid Graihim

Haytham Grari

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

* Jeremy, Walid, Cameron and Haytham attended the session
* Jeremy did a content review for the group, as well as making a speech to text feature for the website and set out a weekly plan.
* Walid continued work on the business website and social media presence.
* Haytham did CSS work on the website.
* Zaham made a start to the poster.
* Cameron continued work on technical functionality of the game on the website.

**Project progress**

Website became better organised and had increased functionality.

Poster draft started.

**Issues encountered and planned response**

* **Issues encountered**
  + Members didn’t show up on time or at all.
  + The social media name included NHS
* **Planned response** 
  + Contact them online and assign them tasks.
  + Change the social media accounts to not include NHS

**Assigned tasks:**

* Jeremy: Weekly minutes, work on more accessibility features on the website
* Zaham: Work on the poster.
* Antonis: Work on the client interactions document.
* Haytham and Cameron: Work on technical deliverable
* Walid: Assist in client interactions document and continue on business website.

**Who attended the meeting on Week 11**

Jeremy Garside  
Cameron Haynes  
Antonis Georgiou  
Walid Graihim

Haytham Grari

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

* Jeremy, Walid, Cameron, Atonis, Zaham and Haytham attended the session
* Jeremy did a content review for the group, as well as continuing to help production of work across all sectors.
* Walid continued work on the business website and social media presence as well as the end of semester presentation.
* Haytham did CSS work on the website.
* Cameron continued work on technical functionality of the game on the website.

**Project progress**

Website became better organised and had increased functionality.

Poster draft started.

Presentation was mostly finished.

**Issues encountered and planned response**

* **Issues encountered**
  + Work not produced on time.
* **Planned response** 
  + Contact them online and assign them tasks.
  + Chase up all members of the team that are underperforming.

**Assigned tasks:**

* Jeremy: Weekly minutes, assisted in various minor tasks.
* Zaham: Work on the poster.
* Antonis: Work on the client interactions document.
* Haytham and Cameron: Work on technical deliverable and css
* Walid: Assist in client interactions document and make sure powerpoint is being worked on.