

| 30/09/2024 21:10 | [2nd Meeting Gestão de Projetos](https://www.google.com/calendar/event?eid=Y2RobTRkYjI2dGhqMmJiNWNwZ200YjlrNmtwbWNiYjJjaGhqOGI5cDZwajMyYzMzNnNwM2NlMzZjOCBtYWlsZGFjYXRhNDVAbQ) | |
| --- | --- |
| **Meeting Date** | 29/09/2024 |
| **Start Time** | 21:00 |
| **End Time** | 22:15 |
| **Degree** | Master's in Telecommunications and Computer Engineering (METI) |
| **Year** | 2nd Year |
| **Curricular Unit** | Gestão de Projetos de Tecnologias de Informação (GPTI) |
| **Meeting Location** | <https://zoom.us/j/97845779692?pwd=JRo21ZQIVRZpQ3MggORFBrUowyKRfs.1> |

# The Team

| Name | Role | Email |  |  |
| --- | --- | --- | --- | --- |
| 1. Catarina Pereira | Tool Manager | pg53733@alunos.uminho.pt | **S** | **x** |
| 1. Inês Neves | Leader | pg53864@alunos.uminho.pt | **P** | **x** |
| 1. Leonardo Martins | Documentalist | pg53996@alunos.uminho.pt | **T** | **x** |
| 1. Rodrigo Rocha | Methodologist | e12165@alunos.uminho.pt |  | **x** |

**Note:** P - President; S - Secretary; T - Timekeeper. X - Present

# Work Plan

1. Introduction and inclusion of topics under ‘Other subjects’ (5').
2. BrainStorm of Ideas to Implement on Our Project (30').
3. Discuss the ideas if the ideas are viable (10').
4. Discuss how the App Inventor application works (20').
5. Organizing the fourth week (20').
6. Other subjects (10')
7. Conclusion (5'). [Scheduling the next meeting. Setting the agenda for the next meeting].

# Meeting Ata

## Introduction and inclusion of topics under ‘Other subjects’ (5').

Nothing to add to ‘Other Subjects’

## BrainStorm of Ideas to Implement on Our Project (30').

* 1. **Percentage of Visit Completion**: When a visitor scans a QR code, the percentage of the visit completed increases. This system allows the visitor to track how much of the visit remains.
  2. **Goodbye Message**: Once the visit reaches 100%, a pop-up goodbye message will appear. This message will thank the visitor, ask for feedback by rating the app, and encourage them to follow us on social media and share their experience.
  3. **Language Selection**: The app will support language selection (French, English, Spanish, Portuguese, German).
  4. **Stand Descriptions**: Visitors can tap on stands on the map to see a short description of each stand. This will encourage them to visit in person for more details.
  5. **QR Scanner Integration**: The app will feature an internal QR code scanner.
  6. **Different Visitor Experiences**: Visitors can select from different experiences. For instance, a child-friendly version with storytelling by a special character to hold their attention, or a standard version for regular users.
  7. **FAQs**: A list of frequently asked questions with predefined answers. Visitors can also submit custom questions to the technical service team.
  8. **Scoring & Time Quiz**: The app will include quizzes based on time and correct answers, with a scoring system (similar to Kahoot). A leaderboard with records might also be available.
  9. **Interactive Quizzes**: Each stand can feature a single quiz question or a mini-quiz of about 5 questions. These questions may include fun facts or additional educational information about incorrect answers.
  10. **User Registration**: A simple registration process using email or Google accounts will be available, necessary for visitors to provide ratings or feedback. Age will also be collected.
  11. **Tutorial**: A brief guide explaining how to start and navigate the app will be mandatory. Consult the professor about whether this feature should be implemented in the app directly.

## Discuss the ideas if the ideas are viable (10').

* 1. **Percentage of Visit Completion**: The team has to check if the app incorporates this option, but it is a good idea.
  2. **Goodbye Message**: Check with the app.
  3. **Language Selection**: Consider whether translating into multiple languages is necessary or if an English-only version is more viable, as mentioned by the professor. The automatic translation of Portuguese into English might be easier.
  4. **Stand Descriptions**: This feature might be challenging to implement.
  5. **QR Scanner Integration**: Check with the app.
  6. **Different Visitor Experiences**: May not be fully implementable.
  7. **FAQs**: Full implementation may not be possible.
  8. **Scoring & Time Quiz**: This feature might be difficult to implement.
  9. **Interactive Quizzes**: Implementation could be complex.
  10. **User Registration**: Check with the app.
  11. **Tutorial**: MANDATORY in the project to give to the client, ask the teacher if we have/can to implement it into the app.

## Discuss how the App Inventor application works (20').

Distribution of tasks with the aim of realizing whether the BrainStorm ideas can be implemented in App Inventor.

## Organizing the fourth week (20').

Distribution of the work plan for the week 30/09/2024 to 04/09/2024:

* Inês - Writing in project charter…
* Catarina - Writing in project charter…
* Leonardo - Ideas are viable to the app
* Rodrigo - Ideas are viable to the app.

## Other subjects (10').

There are no other issues.

## Conclusion (5'). [Scheduling the next meeting. Setting the agenda for the next meeting]

**Next Meeting:** Wednesday (evening) or Thursday (night).

**Work Plan:**

1. Introduction and inclusion of topics under ‘Other subjects’ (5').
2. Clarify the ideas to be implemented in the application.
3. Clarify the requirements and information from the meeting with the client.
4. Plan Budget.
5. Establish Stakeholders and Stakeholders Matrix.
6. Develop the project charter.
7. Realize which ideas can be implemented in the application.
8. Other subjects (10').
9. Conclusion (5'). [Scheduling the next meeting. Setting the agenda for the next meeting].

