# Appendix of meetings

|  |  |  |  |
| --- | --- | --- | --- |
| Meetings | Date | Notes Taken by | Transcribed by |
| Meeting 1: Initial Meeting | 28/01/19 | Group C | Laura Haddy |
| Meeting 2: Post-Client pitch | 29/01/19 | Laura Haddy | Laura Haddy |
| Meeting 3: Client organization | 31/01/2019 | Laura Haddy | Laura Haddy |
| Meeting 4: Pre-Client meeting | 01/02/2019 | Laura Haddy | Laura Haddy |
| Meeting 5: Client meeting #1 | 04/02/2019 | Laura Haddy | Laura Haddy |
| Meeting 6: Post-client meeting | 07/02/2019 | Laura Haddy | Laura Haddy |
| Meeting 7: Initial analysis walk through | 15/02/2019 | Laura Haddy | Laura Haddy |
| Meeting 8: Pre-Cognitive Walkthrough | 28/02/2019 | Laura Haddy | Laura Haddy |
| Meeting 9 : Cognitive Walkthrough | 28/02/2019 | Laura Haddy | Laura Haddy |
| Meeting 10: General meeting | 06/03/2019 | Laura Haddy | Laura Haddy |
| Sprint Review 1 Meeting | 06/03/2019 |  | - |
| Meeting 11: General meeting | 29/03/2019 | Laura Haddy | Laura Haddy |
| Meeting 12: Client Meeting #2 & application development | 29/03/2019 | Laura Haddy | Laura Haddy |
| Sprint Review meeting | 01/04/2019 | - | - |
| Meeting 13: General development meeting & usability testing | 03/04/2019 | Laura Haddy | Laura Haddy |
| Meeting 14: Client meeting #3 | 15/04/2019 | Laura Haddy | Laura Haddy |
| Meeting 15: Post-client meeting | 15/04/2019 | Laura Haddy | Laura Haddy |
| Sprint review |  | - | - |
| Meeting 16: Progress meeting | 29/04/2019 | Laura Haddy | Laura Haddy |
| Sprint review | 29/04/2019 | - | - |
| Meeting 17: Client meeting #4, prototype testing | 10/05/2019 | Laura Haddy | Laura Haddy |
| Sprint review meeting | 10/05/2019 | - | - |
| Meeting 18: Project closure meeting | 10/05/2019 | Laura Haddy | Laura Haddy |

*\*All Sprint review meetings were transcribed in the ‘Sprint review’ document which can be found in the documents folder on GitHub\**

# Minutes – Initial Meeting – 28/1/2019

28th January 2019

13:00

Babbage 112

Meeting called by: Group C Type of meeting: Initial meeting /Introduction

Attendees:

Jay Browne

Callum Edwards

Laura Haddy

Daniel Richards

Minutes

Agenda: Pre-client pitch meeting. Discussing potential interests in clients as well as conducting ‘getting to know each other’ questions.

## Questions posed to the group:

### How is everyone?

|  |  |
| --- | --- |
| Callum: Apprehensious but keen. | Jay: Determined but tired |
| Daniel: Excited to start | Laura: Eager to start |

### I would describe my communication style/personality as?

|  |  |
| --- | --- |
| Daniel: I would describe myself as honest and kind. My sense of humor can often be sarcastic. I’m not often the most talkative type but push myself when need be. | Callum: I love the sound of my own voice and thoroughly enjoy talking to people, I think this will help when it comes to liaising with clientele. |
| Jay: I would describe myself as someone who tries to think something through before pushing an idea to the group. | Laura: I would describe myself as someone who is a good communicator, and also very friendly and chatty. |

### I would prefer to deal with conflict by:

|  |  |
| --- | --- |
| Callum: I believe all problems can be rationalized and talked through to come to an agreement I also understand that compromise is sometimes necessary to achieve goals. | Daniel: I generally prefer to analyse the situation and plan out in my head how I would tackle a problem. |
| Jay: Thinking about the conflict and then discuss the best outcome for both parties involved. | Laura: Typically, I would sit down and chat about the problem with the group and then try and find a reasonable solution to solve the situation. |

### I would appreciate my team members doing/not doing:

|  |  |
| --- | --- |
| Callum: I would like my team members to be up-front about any issues that arise, as I will aim to do the same, taking responsibility for mistakes and admitting when help might be needed is difficult to get around when it comes to pride but will overall benefit the group, I do not want group-mates to bury their head with issues, as we are all in this together. | Daniel: I would like my team members to be open about their problems. If they’re having a hard time and/or struggling, I would like to know as soon as possible so I can be there to help if at all possible. |
| Jay: I would like my team to be understanding when I struggle with my anxiety and be forgiving if I mess up due to my mental illness. | Laura: I would like my team members to equally contribute to the project so we can have a successful result. I would also prefer my team members to share any problems when they arise so they can be resolved as quickly and efficiently as possible. |

Bid preferences:

Each team member has stated their first, second and third project choice below. This has been discussed before the clients have been presented to the group.

|  |  |
| --- | --- |
| Callum:   1. Nicholas Outram, Associate Professor, SoCEM on behalf of Routeways Activity Centre 2. Gabriel Noury (gabriel.aguiar@plymouth.ac.uk). Research Assistant – Robotics and Product Design 3. Fairmile Accounting, Accounting pub trade. | Daniel:   1. Fairmile Accounting 2. Nicholas Outram, Associate Professor, SoCEM on behalf of Routeways Activity Centre 3. Daniel King, Lechfan Booking Warden, Talyllyn Railway |
| Laura:   1. Nicholas Outram, Associate Professor, SoCEM on behalf of Routeways Activity Centre 2. Daniel King, Lechfan Booking Warden, Talyllyn Railway 3. Fairmile Accounting, Accounting pub trade | Jay:   1. Nicholas Outram, Associate Professor, SoCEM on behalf of Routeways Activity Centre 2. Fairmile Accounting, Accounting pub trade 3. Daniel King, Lechfan Booking Warden, Talyllyn Railway |

The group went through the document below and decided on what roles they would like to take on throughout the project. The result for this is below.

## Agreed Roles & Responsibilities

Appendix A

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Responsibilities |  | Team Members |  |  |  |
|  |  | **Callum** | **Daniel** | **Jay** | **Laura** |
| **Communication** | Set up meetings | x |  |  |  |
|  | Take notes and submit to repo |  |  |  | x |
|  | Track objectives |  | x |  |  |
|  | Track time |  |  | x |  |
| **Project Initiation** | Record items in backlog |  |  | x |  |
|  | Verify all work items allocated |  |  |  | x |
|  | Communicate with project owner | x |  |  |  |
|  | Check sprint plan coherent and sensible |  | x |  |  |
| **Sprints** | Ensure review carried out |  |  | x |  |
|  | Allocate code review pairings |  |  |  | x |
|  | Ensure quality of release |  | x |  |  |
|  | Validate tests for release to ensure their quality | x |  |  |  |
| **Project Closure** | Ensure meeting takes place |  |  | x |  |
|  | Ensure project review carried out | x |  |  |  |
|  | Ensure submission of documentation for project review |  | x |  |  |
|  | Plan for presentation created and communicated to team |  |  |  | x |

Familiarisation with GitHub

Most members of the group have an ok understanding of GitHub. All members have joined the ‘Group C’ group on GitHub, and therefore can now contribute to the repository as well as posting messages for meetings, or any other notifications necessary.

## Discussion:

The first initial meeting with the group went well, and the group came to several conclusions. We initially discussed what clients we all were initially interested in, as well as getting to know each other – which involved asking each other several questions. This aspect turned out to be successful as we discovered what each other prefer, as well as each member strengths and weaknesses – so we can work accordingly. We also discovered what the group do not know so much about; and have therefore decided to go away and independently research areas so when we come back, the group have more knowledge on that area so we can then move on to the next steps.

## Conclusions

After the meeting the group came up with the following conclusions:

* Agreeing to a least one Weekly meeting between the Team.
* Begun to think about which client to bid for.
* Laid out the basic concepts of the planning process.
* Conducted the initial meeting with appropriate questions.
* Agreed to research and familiarise ourselves with AGILE and sprint reviews.

# Post-Client pitch Meeting

29th January 2019

18:30

Babbage 112

Meeting called by: Group C Type of meeting: Initial meeting/ introduction

Attendees: Note taker: Laura Haddy

Jay Browne

Callum Edwards

Laura Haddy

Daniel Richards

Minutes:

Agenda: Discussing as a group and concluding the first, second and third choice for our client bid submission.

Discussion:

Luckily, after meeting the client’s, the group have come to a mutual decision to what clients we wanted for first, second and third choice. During the meeting, the group discussed why they want each project personally, and discussed what strengths we each have and what can bring to each project. This made it easy to then produce the application letter, as the whole group were passionate about certain projects, therefore it made it easy to write about each.

Client bid conclusions:

1. Routeways Activity Centre, web-based booking system
2. IgniteYou, Health and nutrition application
3. Talyllyn Railway, Hostel Booking system

Meeting conclusions:

The client bid application letter has been complete by all group members.

Appropriate actions to be taken before client bid submission:

* Awaiting one CV to be added to the document before able to submit
* Proof read the document and then submit by Thursday 31st January

Following this, the client bid was read over and submitted on 30th January 30, 2019 by:

* Callum Edwards
* Laura Haddy
* Daniel Richards

Upcoming actions be taken:

* Complete the Appendix 1 sheet and print out, then we will have defined allocated roles for each member – (After developed research on Sprint is undertaken by all group members).
* Await the conformation for the project given, to then go on to evaluate and start the process of creating a professional product for the given client.

Documents to refer to:

‘Group C\_Client bid.pdf’

# Client Organization meeting:

31st January 2019

11:00

Babbage Open-access room

Meeting called by: Group C Type of meeting: Client organization meeting

Attendees: Note taker: Laura Haddy

Callum Edwards

Laura Haddy

Daniel Richards

Minutes

Agenda: Make contact with the client to arrange a meeting.

Discussion: The group decided to make contact with the client to arrange our first meeting to begin the project.

Conclusion: Callum, the main point of contact with the client, wrote an email to the client to arrange a meeting with him.

Resources used:

* Project phases document.

# Pre-Client meeting:

1st February 2019

11:00

Babbage Open-access room

Meeting called by: Group C Type of meeting: Pre-client meeting – contact

Attendees: Note taker: Laura Haddy

Callum Edwards

Laura Haddy

Daniel Richards

Minutes

Agenda: Pre-client meet meeting. Prepare questions for the client about the project.

Discussion: The group decided on some questions which we want to ask the client, so we can then take the appropriate steps after the meeting. This way we would have the optimal amount of information needed to go ahead and start the project, which the group is eager to do.

Questions initially proposed:

* What kind of data is the group going to be processing into the application?
* How important is the design and layout and if so, does the client have any proposed ideas or preferences?
* Four different sections to the application / website? – What the four include.
* Ask more about the four different sections of the app – stress / movement etc. – How they relate to each other in terms of the development and user.

Other questions which are proposed have been written down ready for the meeting by members of the group.

Further actions to be taken: Think of any further questions for the client meeting on 4th February 11:30am.

Meet at 11:30am Portland Square B315 for client meeting.

Other documents to reference:

* Laura’s notebook

# Client Meeting #1

4th February 2019

11:00

Portland Square building, B315

Meeting called by: Group C Type of meeting: Client meeting

Attendees: Note taker: Laura Haddy

Jay Browne

Callum Edwards

Laura Haddy

Daniel Richards

Gabriel Noury

Minutes

Agenda: Client introduction and discussion of requirements.

Discussion: The client initially proposed a more detailed plan of what he wanted which gave us more of idea of the project and answered some of our questions already. The idea changed from what we initially heard at the client pitch, but the group are happy we have enough information from the client to start drawing up the requirements and user stories.

A few more questions were asked from the group; however, group C were all satisfied with the information provided and are confident we can make a good start on the project.

Further meeting notes written down by Laura Haddy - (Including all of Gabriel's ideas as well as answers to any questions asked).

Images taken by Jay Browne of diagrams and uploaded to GitHub.

Next steps:

Develop requirements for project.

# Post-client meeting:

7th February 2019

13:00

Babbage 112

Meeting called by: Group C Type of meeting: Post-Client meeting

Attendees: Note taker: Laura Haddy

Jay Browne

Callum Edwards

Laura Haddy

Daniel Richards

Minutes

Agenda: To discuss client requirements and start generating user stories, UML and functional requirements.

Discussion:

After meeting with the client, we have a much better understanding upon the project, and are going to start generating documentation for the project. We have discussed that there are few things will have to be altered throughout the project and changed due to the change in the project. We have also discussed that it might be worth confirming with the client about the requirements before we implement them on a prototype system.

The group are going to generate the documents together, so we all have a good understanding of the project – especially when it comes to implementing it.

Actions to be taken:

* Complete functional requirements (so far, will be added to and altered throughout the project.)
* Generate UML
* Generate user stories
* Start normalising data

These actions are to be taken by all members of the group and are looking to complete by this time next week at the latest.

# Initial analysis walk though:

15th February 2019

11:00

Portland Square building, B317

Meeting called by: Group C Type of meeting: analysis walkthrough meeting

Attendees: Note taker: Laura Haddy

Jay Browne

Callum Edwards

Laura Haddy

Daniel Richards

Shirley Atkinson

Minutes

Agenda: To discuss analysis so far within the project and display document required to show how the group are getting on, as well as taking on board any extra comments and advice.

Discussion:

* GitHub classroom: project backlog
  + Try to phrase the notes differently (incorporate user stories) e.g.: ‘As a Patient, I would be able to log in to the system...therefore we are going to create a front-end HTML web page and design the log in page.’
  + **Express as a user story so the software is defiantly a user-centered orientated platform.**
  + Might be a good idea for each member of the group to focus on an individual user story and then go off and implement a specific task.
  + Have a document on repository which documents the back-end database and each SQL script. - Will make it easier to record and make changes, as well as keep track of back-end.
* Refactor sprits
  + MVP by sprint 1
  + 12 hours, per person, per week
  + Refactor MVP each sprint to show how it will develop through each stage, pull from backlog if not doable.
  + Look at branches and use them effectively.
* Develop project through agile methodologies
* Don’t worry about normailsation
* Develop diagrams as we go.

Actions to be taken:

* Finish initial diagram creation
* Change backlog on GitHub
* Start the back end of the project – delegate specific tasks to people.

# Pre-Cognitive Walkthrough:

28th February 2019

12:00

Baggage building, 112

Meeting called by: Group C Type of meeting: Pre-Cognitive Walkthrough meeting

Attendees: Note taker: Laura Haddy

Jay Browne

Callum Edwards

Laura Haddy

Daniel Richards

Minutes

Agenda: To discuss what is going to be mentioned in the cognitive walkthrough and develop and print any materials we need for the walkthrough. Also the group want to be able to process user tasks for the walkthrough to go through with the client.

Discussion:

* Creation of paper prototypes for the client to see
* Print out the wireframes already created
* Go through what we would like to ask the client and how we are going to process the feedback given.
* Create the document for the questions and tasks the group are going to take the client through to complete the cognitive walkthrough.

Actions to be taken: All of the above: Immediately.

# Cognitive Walkthrough:

28th February 2019

14:00

Portland Square building, B317

Meeting called by: Group C Type of meeting: Cognitive Walkthrough meeting

Attendees: Note taker: Laura Haddy

Jay Browne

Callum Edwards

Laura Haddy

Daniel Richards

Gabriel Noury

Minutes

Agenda: To proceed with the conative walkthrough with the client and gain feedback, especially on HCI elements of the project and how this could be developed.

Discussion:

* Cognitive walkthrough taken place, feedback gained on separate cognitive walkthrough document.
* Requirements changed

The Group have now proposed a requirements document to the client to agree on what the client wants in the MVP. The client has also specified that they want a product in four weeks’ time to show the actual client (Working HTML pages).

Actions:

* Carry on with development
* Start sprint 2 (Immediately)

Other resources:

* Cognitive walkthrough review document
* User requirements agreement document
* Feedback from cognitive walkthrough questions and tasks

# General and sprint review meeting:

6th March 2019

14:00

Babbage Building, 111

Meeting called by: Group C Type of meeting: Sprint-Review meeting

Attendees: Note taker: Laura Haddy

Jay Browne

Callum Edwards

Laura Haddy

Daniel Richards

Minutes

Agenda: To discuss the sprint review as well as any general concerns any members of the group have currently with the tasks they have been working on.

Discussion:

The group have reviewed the past two week sprint, and went over what the group have and have not done, and have then gone on to discuss what we will be doing in the next two week sprint.

Documents: See sprint review document for more detail.

# General group meeting:

19th March 2019

14:45

Babbage Building, Open Access Room

Meeting called by: Group C Type of meeting: General and Sprint review meeting

Attendees: Note taker: Laura Haddy

Callum Edwards

Laura Haddy

Daniel Richards

Minutes

Agenda: To discuss the sprint review as well as any general concerns any members of the group have currently. The group would also like to discuss how the project is going from a wider perspective.

Discussion:

The group have discussed how the past sprint #2 has gone for the group, as well as discussing and planning sprint #3. The group have discussed the short-comings of the past sprint, and have discussed that we are going to try and develop at a fast pace for the upcoming sprint.

To do this we have assigned tasks for members of the group to follow through with, and then come together at the end of the sprint to see the outcome and how this has worked.

Due to Jay not being present at this meeting, Jay / the group are yet to decide what Jay will be doing for Sprint 3.

The group are also going to propose a meeting with client to keep him updated on our progress, as well as receiving the requirement agreement.

Documents with further information:

Sprint Review

Sprint Plan

# Client meeting:

29th March 2019

10:00

Portland Square building, B317

Meeting called by: Group C Type of meeting: Client update meeting

Attendees: Note taker: Laura Haddy

Jay Browne

Callum Edwards

Laura Haddy

Daniel Richards

Gabriel Noury

Minutes

Agenda: To discuss updates that the group have, as well any questions the client or group members.

Discussion:

The group have discussed with the client what we have produced so far. The client has then shown a requirement sheet of what he wants to demonstrate in the demo in May, as well as the MVP.

The group have clarified any queries we have had with the client and are able to carry on developing both web applications.

Other documents:

* Notes taken during meeting
* Demonstration sheet

**Next meeting arranged with client: Monday 15th April 2019 – Present to client web application with functionality.**

# General meeting:

3rd April 2019

13:20

Babbage building, 112

Meeting called by: Group C Type of meeting: General update

Attendees: Note taker: Laura Haddy

Callum Edwards

Laura Haddy

Daniel Richards

Minutes

Agenda: To discuss the development and progression of the project, how the group are getting along with their sprint tasks, as well as any problems. Also to complete the usability report, and insert feedback into the report.

Discussion:

* The group were able to input and gather their feedback for the usability report from several sources as well as the group themselves.
* The group were also able to update on any problems which were occurring with the development of the project.
* The group are planning to meet unofficially to code together at times, depending on what member of the group is doing what task.

Outcomes

Finish report: Laura Haddy

Other documents to reference:

* Usability report
* Laura’s meeting notes

# Client General Progress meeting:

15th April 2019

10:00

Portland Square building, B317

Meeting called by: Group C Type of meeting: General progress update

Attendees: Note taker: Laura Haddy

Callum Edwards

Laura Haddy

Daniel Richards

Gabriel Noury

Minutes

Agenda: To discuss the development and progression of the project with the client, as well as any questions the group or client have.

Discussion:

**Survey: for Doctor Application**

* Video not compulsory option for the doctor – only for show

**Testing of application – \*6th May week\***

* Question and frequency only – document of test requirements provided again.

**Histogram**

* Per patient – fully working and being able to update each time a result is added
* Per group – not working, just visual implementation

**Notifications and messages**

* Laura and Callum

**Alerts**

* Jay – Inform about this as not present in meeting with the client.

**Questions**

* Dan

Email being sent on the 29th (Monday) for an update from Gabriel to Laura, Callum and Dan.

Other documentation:

* Notes taken (Laura Haddy)
* Proof of concept sheet – given to member of the group present as reminder.

# Post client meeting:

15th April 2019

11:30

Babbage open access room

Meeting called by: Group C Type of meeting: General progress update

Attendees: Note taker: Laura Haddy

Callum Edwards

Laura Haddy

Daniel Richards

Minutes

Agenda: To discuss the outcomes of the meeting with the client, the next steps for the group as well as how the group are going to begin to finalise the project.

Discussion:

**Meeting outcomes:**

* + Sorted what each member of the group are going to be working on for the next sprint.
  + The group are aware when the next contact with the client is going to be - 29th April, via email from the client.

**Other priorities:**

* + The group have agreed to start the report, and delegate sections to each member to work on, alongside developing the application.
    - Callum – Background information
    - Laura – Introduction, Design and implementation & Conclusion.
    - Jay – Testing
    - Dan – Requirement engineering
    - **Who did what section** 
      * Each member of the group writing this about themselves, so each member is able to explain in depth what they have contributed towards the group project.

**Actions from here:**

The group are going to continue with developing the application – with the tasks the have been assigned for the sprint. As well as also contributing their sections to the group report. The group hope to come to some conclusion with the development by the end of the sprint, so they are able to begin testing the prototype and perhaps add additional HCI features if applicable.

# Group progress meeting:

29th April 2019

11:00

Babbage open access room

Meeting called by: Group C Type of meeting: General progress update, sprint review

Attendees: Note taker: Laura Haddy

Callum Edwards

Laura Haddy

Daniel Richards

Minutes

Agenda: To discuss the next steps for the group, the outcomes and review of sprint five. Email the client to give an update on what the group have been doing.

Discussion:

**Group progress:**

**Callum:**

* + Some initial issues with the messaging service and importing it into the current health app project
  + Issued resolved, messaging is working within the app and the patient is able to message a doctor when both users are online.

**Dan:**

* + Finalizing the survey page – bringing the question page to an end and finishing everything else.

**Laura:**

* + Finalising the patient my account page, enabling them to edit their details – will be done within the next couple of days.

**Jay: not present**

* + Not present in the meeting, no contact has been made with the group, so the group are unsure to if jay has completed the tasks he was assigned at the start of the sprint.

**Emailing the client**

The group (members present) also emailed Gabriel, the client, to give an update on the application and how the group have been doing on the tasks assigned to each member. The group sent the email, including details on what the group have achieved as well as what the group are now working on.

**Sprint review:**

As shown above, the group have gone through the review of sprint five, and have gone through what the group have and have not achieved.

**Following actions:**

* Nothing essential currently for the group, discover if Jay has done the work assigned to him.

**Other documents:**

Sprint review

Sprint plan

GitHub project backlog

# Client prototype testing meeting:

10th May 2019

10:00

Portland Square building, B317

Meeting called by: Group C Type of meeting: Health Application testing meeting

Attendees: Note taker: Laura Haddy

Callum Edwards

Laura Haddy

Daniel Richards

Gabriel Noury

Minutes

Agenda: To go though and test the prototype with the client, gain feedback from the client and ensure there are no significant errors before the presentation on Tuesday 14th.

Discussion:

The client went through the whole health application and was overall relatively pleased with the application itself. The client made several comments on aspects of the application which can be viewed below.

Doctor application

**Login –** Pleased with the login, good validation for user credentials.

**Dashboard –** No comments

**Survey –** Change the survey title to ‘questions’

* When the patient submits their answers to survey, make a pop up message – ‘thank you’ message etc.
* Add an option for the doctor can erase or view a survey – doesn’t need to work.

**Messages -** Add a status

**Responses –** Simple HTML page for responses – show how the application is collecting data

Erase data (test) in survey so there is only one or 2 examples – for demo purposes.

**Presentation:**

* Client had some suggestions for the presentation
  + Explaining how the product would be beneficial for future use
  + Go on to explain aspects within the application and how they work

**Other documents to reference:**

* Laura’s notes made during the meeting
* Presentation plan (PowerPoint and Document)

**Following the client meeting:**

# Project closure meeting:

10th May 2019

12:00

Babbage open access room

Meeting called by: Group C Type of meeting: Project closure meeting

Attendees: Note taker: Laura Haddy

Callum Edwards

Laura Haddy

Daniel Richards

Minutes

Agenda: For the group to discuss the outcome of the project as well as discussing the marks allocated to each team member depending on their contribution throughout the whole project. Reviewing the roles and responsibilities which were assigned at the beginning of the project and reflecting on them.

Discussion:

The group were satisfied that we have all contributed a significant amount to the project. The group went through each section of the development process and allocated marks dependent on who did what within the application. Due to Jay dropping out of the group and not contributing to the project – members of the group have had to take on elements of his work, which has been considered when assigning marks.

Final group report:

The group have a few things to finalise for the group report:

* Callum and Dan writing their mark sign off sheet and then submitting it to the DLE.
* The group have arranged a time on the 14th may – to meet and run through the presentation one last time.

The group have decided that Laura will submit the group report to GitHub.

Other documents to view:

* Mark sign off sheet for Laura, Callum & Dan
* Group Final report