**Appendix A**

**Title**: Minutes of meetings held with the client and the management teams

**Relevance**: This document holds formal minutes, drafted by Sam Glendenning and John Parsons, of the meetings held between the team and the client and management teams. It gives intimate details of what topics were discussed, who said what and the reactions and comments made by each party.

Type: Management Team Meeting

Date: 16/09/19

Time: 15:45

Location: NE Meeting Space, QMB

Participants: Craig Ramsay, Brian Pluss, Victor Yu, Sam Glendenning, John Parsons, Youssef Aloulou, Adam Munro, Saif Fardan

Absent: None

Minutes by Sam Glendenning

**TOPIC**

**Testing familiarity with project**

CR questioned our familiarity with the project and how we were getting started with it. JP responded by talking about our extraction and parsing of the given dataset, along with construction of a web frontend and API to communicate with the database. CR and BP approved these methods.

**TOPIC**

**Questioning the ethics approval requirement**

SG asked CR about the meaning of ethical approval and its requirement. CR responded by describing the need for external moderation and testing of research-based projects and how written approval is required to conduct this testing on external participants and informing them on the usage of their data.

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Type: Management Team Meeting (Team Leader)

Date: 19/09/19

Time: 11:30

Location: NE Meeting Space, QMB

Participants: Craig Ramsay, Brian Pluss, John Parsons

Absent: None

Minutes by John Parsons

**TOPIC**

**Team Structure & Progress**

CR asked JP how he felt the team was operating. JP outlined the team methodology and work routine. He expressed that the team was working well and everyone was contributing to the project goal. JP briefly summarised the reasons for choosing our particular development environment.

**TOPIC**

**Questions and Problems**

CR responded positively to the progress of the team and asked if JP had any questions or problems. JP brought up the difficulties encountered with importing the data but assured that despite this, progress was being made in other areas. Following this there was a brief discussion regarding the lack of out-of-hours access to the building. CR & BP agreed that this needed to be resolved and promised to look into the matter.

Type: Client Team Meeting

Date: 23/09/19

Time: 12:00

Location: NE Meeting Space, QMB

Participants: Brian Pluss, John Parsons, Connor Haining, James Read, Sam Glendenning, Saif Fardan, Youssef Aloulou, Victor Yu, Adam Munro

Absent: Craig Ramsay

Minutes by Sam Glendenning

**TOPIC**

**Frontend Demo**

JP started off by demoing our progress with the frontend web portal. He demonstrated the homepage with search bar and filters for cost, state, zip code and procedure, along with basic keyword mapping. CH and JR expressed intrigue and posed some keywords to test it with, with some success but irrelevant procedures also being shown in the search suggestions. SG reiterated this was a work in progress. The search results were hard-coded, which CH and JR were made aware of, and they seemed happy with the tabular results that came up.

**TOPIC**

**Version Control**

CH questioned our usage of version control for managing the project. JP pointed him to our Git repository for the frontend, demonstrating the use of branches for different areas of work. CH and JR seemed satisfied with it.

**TOPIC**

**Map Demo**

JP demonstrated his work on implementing a Google Maps API for mapping data results to points on the map. He also showed how he’d figured out how to get text overlays on the pointers, meaning each point can be labelled with a hospital name and cost.

**TOPIC**

**Testing**

JR asked about our testing policy. SG informed him of unit testing being performed on the API. JP mentioned that testing on the frontend is very much on the back burner and will hopefully be tackled in the final sprint.

**TOPIC**

**Further questions**

SG asked CH and JR about the financial figures in the dataset, clarifying if the team’s meaning on them is correct. JR confirmed that the average total payments is what the uninsured individual pays and average total payments minus average medicare payments is what the medicare-insured individual pays.

Type: Management Team Meeting

Date: 25/09/19

Time: 12:15

Location: NE Meeting Space, QMB

Participants: Craig Ramsay, Brian Pluss, John Parsons, Sam Glendenning, Adam Munro, Victor Yu, Saif Fardan

Absent: Youssef Aloulou

Minutes by Sam Glendenning

**TOPIC**

**Recent Progress**

JP mentioned the use of local database import before actually updating data. JP also mentioned the use of stored procedures on database level. SF mentioned that progress on the search is going well, explaining to CR and BP how the search previously was unoptimised and giving irrelevant results back but now the search has been improved. SF mentioned he is now researching implementing this technology into the frontend. CR seemed happy with the progress.

**TOPIC**

**How the last client meeting went**

JP mentioned the client meeting went well and the client seemed happy. Clients seemed interested in the design and trying out queries based on searches

**TOPIC**

**Progress on map API**

JP explained the progress in the map API and adding pointers of hospitals dynamically to the map. CR asked if this was a complex issue. VY explained the intricacies in calculating the best route between hospital and user location.

**TOPIC**

**Performance on Search**

CR asked how the performance of the search was. JP informed him of problems everyone was having with the silva database server so queries were slow but that localised testing was positive.

**TOPIC**

**Evaluations**

CR reminded the group of the evaluations necessary for the end product and who could carry out these evaluations, explaining the Ethics Approval section on MyDundee had information on this. SG asked for clarification on what sections to best evaluate the end product, and CR mentioned accessibility, usability, performance, how self-explanatory the end product is, etc. The rest of the group took this on board.

**TOPIC**

**Report**

CR reminded the group of the importance of the report and the grade weighting it carries. SG asked if a test table in the report was necessary and CR explained a separate document as an appendix was suitable. BP explained how appendices can be used for reference in the report.

**TOPIC**

**Where we hope to be**

JP explained we hope to have a proper dynamic search done by the end of the week using live data from the database, as well as the distance calculations ready for the map API to display. This would cover the searching, cost limitation and filtering required for the main functional requirements. JP also clarified we hope to show the most recent data first and foremost but also display optional historic data for the same procedure in different years, with a mind to give a price prediction for the next year.

Type: Management Team Meeting (Team Leader)

Date: 27/09/19

Time: 10:30

Location: NE Meeting Space, QMB

Participants: Craig Ramsay, John Parsons

Absent: None

Minutes by John Parsons

**TOPIC**

**Team Attendance**

CR asked if everyone in the team was regularly attending and contributing to the project. JP expressed the opinion that the team was working well together and outlined the roles and responsibilities of each member.

**TOPIC**

**State of the Project**

CR questioned the state of the project and what the team’s priorities were. JP informed CR that the product was on-track to meet the base requirements by the next client meeting. CR then asked if there were any additions planned and if there had been considerations towards the report. JP informed him that the report had been started and that SF’s python script was an extension that the team aimed to implement.

**TOPIC**

**Ethical Approval**

JP mentioned that the team planned to carry out user testing early in week 3. He questioned CR on the format of the tests and where to submit the ethics declaration form. CR explained that the format could be flexible so long as there was evidence of why an approach was chosen. He then informed JP that a copy of the signed ethics declaration was to be submitted either in hard copy or digitally before testing.

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Type: Client Team Meeting

Date: 30/09/19

Time: 10:30

Location: NE Meeting Space, QMB

Participants: Craig Ramsay, Connor Haining, James Read, Victor Yu, Sam Glendenning, John Parsons, Adam Munro, Saif Fardan

Absent: Youssef Aloulou

Minutes by Sam Glendenning

**TOPIC**

**How the last sprint went**

JP talked about how the sprint went well, improvements on autocomplete, meeting our targets, developing the search. SF talked about improvements since the last meeting when we searched for the word “ear” and results for “ear” and “heart” came up and now that this is fixed. JR asked how this was fixed and SF talked about how results were prioritised from the dictionary of results based on the specific letters the user had entered, such as exact matches first and then partial matches added later. JP mentioned this was converted from Python to JS.

**TOPIC**

**New Search Demo**

JP demonstrated the autocomplete of keyword to procedure name. The query optimisations went down from 30 seconds to 7 and then views got this down to 1 second for a search. A demo for “Throat, ear and mouth procedures” proved this and JP displayed the map of the closest 10 results, as well as the 10 results in the table. He also demonstrated sorting affecting the updating of the pointers in their prioritisation. JP also showed hardcoded data in the “Further details” page for a given procedure, with map and graphs, along and plans for developing this to predict future prices. CH said this looked “absolutely brilliant” and would be satisfied with it “being public”. An improvement was suggested whereby the column of procedure name, in which the name was all the same, could be removed and used as a header instead. The team agreed, as well as JR. JR also asked if a unit of distance could be displayed. JR also asked how the search box above the results could be used, and JP responded how it is used for string queries only. JR tested this with a number entry and JP responded saying distance is prioritised and then prices. JR believed the single search box to be ambiguous and asked us to elaborate and use user testing to get ideas for improving this. CH backed this up.

**TOPIC**

**User Testing**

JR asked if any user testing had been done. JP responded none yet. JR pressed us to make a move with this, and make use of mostly non-Computing students for test subjects.

**TOPIC**

**Future Plans**

JP talked about documentation to be done as well as finishing the further details page. He also mentioned the basic login ability for an admin but that this was less of a priority compared to the documentation.

**TOPIC**

**Root Website**

JR asked what would happen if the root of the website was accessed, and JP tested that it would show “Forbidden”. When asked why, the team elaborated that this was because of spying going on between groups accessing each other’s websites. JR and CH seemed disappointed this was going on and allowed us a “free pass” on that one.

**TOPIC**

**User Stories**

JR asked if we elaborated on our athletes as user stories. JP reaffirmed the reasons behind this user group and that we weren’t limiting our website to that group of users but that we hadn’t revisited this section yet. CH agreed with this but asked us to avoid bias, as we are not meeting expectations for other groups.

**TOPIC**

**Accessibility**

JR asked if we’d thought about accessibility. JP responded with contrasting colours for colour blindness, Bootstrap support for website scaling and responsiveness. JR mentioned that issues were happening with the website on iPhone and asked us to take a look at it due to the increasing use of web access on mobile devices.

Overall, JR and CH seemed very impressed and looked forward to seeing it in its final form on Friday.

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Type: Management Team Meeting

Date: 30/09/19

Time: 14:30

Location: NE Meeting Space, QMB

Participants: Craig Ramsay, Brian Pluss, Victor Yu, John Parsons, Youssef Aloulou, Adam Munro, Saif Fardan

Absent: Sam Glendenning

Minutes by John Parsons

**TOPIC**

**Recent Progress**

JP mentioned the progress since the last meeting. He highlighted the fact that dynamic search had been implemented along with dynamic map markers.

**TOPIC**

**Results of the Client Meeting**

JP informed CR & BP of the client’s feedback on the product. He explained that they were very pleased with the demo had no major qualms regarding its functionality.

**TOPIC**

**Evaluations**

CR asked when we were planning to carry out user testing. JP outlined the plan to do testing over the approaching Tuesday and Wednesday.

**TOPIC**

**Future Plans**

JP talked about the aim to tie up the development of new features by the end of Wednesday. He expressed that the reason behind this was due to the importance of the report and presentation.

**TOPIC**

**Question Regarding Appendices**

JP asked how the appendices should be attached to the report. CR responded by saying that they should be pasted at the end of the report in their original format where appropriate (ie paste documents but link gitHub content etc).

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Type: Management Team Meeting (Team Leader)

Date: 02/10/19

Time: 10:00

Location: NE Meeting Space, QMB

Participants: Craig Ramsay, Brian Pluss, John Parsons

Absent: None

Minutes by John Parsons

**TOPIC**

**Project Progress**

CR asked JP about where he thought the team was in terms of project completion. JP explained that the development was winding down and minor adjustments would be all that coding left to do. JP also remarked that the report and presentation were coming along well.

**TOPIC**

**Questions**

JP asked about the importance of a live demo for the presentation. CR replied by saying that a live demo would be more impressive to the client, but a video would be a good backup. BP also suggested that a video may be good when marking the product post-presentation.