

# Task 2 – Group Report (Meeting Summary)

## *Group Organisation, Roles, Tools, and Initial Planning*

Our group held its first official project meeting on **13 November 2025**, following the requirement to discuss our Task 1 self-assessments and agree on an initial structure for how we will work together. During this meeting, each member presented their personality profile, strengths, and development areas, which allowed us to build a collaborative plan grounded in complementary roles rather than arbitrary task allocation. The discussion was constructive, with each person openly explaining how they naturally work and what they hope to gain from the project.

The first point addressed was the question of leadership. Achille's ENTJ-A profile, combined with his strengths as Chair, Shaper and Evaluator, made the decision relatively straightforward. His natural organisational ability, confidence in communication, and structured approach to planning were recognised by all members, and he was unanimously appointed **Group Lead**. Achille will therefore act as the primary point of contact with the module leader, coordinate deadlines, and ensure task clarity throughout the project. We agreed that his leadership role fits both his strengths and his appetite for structured responsibility.

The technical direction prompted further discussion, particularly because both Aiert and Paul share an ENTP-A "Debater" profile. Despite having similar overarching personality categories, their individual strengths show complementary tendencies that allow us to separate responsibilities smoothly. Aiert, who emphasised his combination of programming, testing, GUI design and meeting-guidance strengths, was appointed **Technical Lead**. He will play a central role in coordinating the implementation work, ensuring code quality, and guiding the technical aspects of sprint planning. His ability to structure discussions while keeping the team moving forward makes him well suited to guiding our day-to-day technical activity.

Paul, who presented himself as an Innovator, Evaluator and System Designer, naturally gravitates toward conceptual and architectural thinking. For this reason, he was assigned the role of **Technical Strategist & System Architect**. During the meeting, we observed how Paul naturally started sketching alternative structural ideas, challenging our assumptions, and proposing variations of approach. His ability to think broadly while remaining analytical makes him ideal for shaping our optimisation pipeline, comparing techniques, and ensuring that our technical decisions are justified early on. He will support coding, but with more emphasis on design choices and technical coherence.

Finally, Eneko's INFP-T profile offered a different and extremely valuable contribution to the group dynamic. His strengths as an Evaluator and Innovator, combined with a calm and harmony-oriented personality, make him ideally suited to the role of **Technical Designer & Quality Analyst**. He will help assess the robustness of our solutions, perform code review,

contribute creative ideas when the group encounters technical obstacles, and maintain a constructive team environment. His attention to conceptual thinking, conflict resolution, and quality assurance will allow the group to avoid hasty decisions and ensure that our outputs are both technically sound and well structured.

Once roles were agreed upon, the meeting shifted toward selecting the project management tools that will support our workflow. The group collectively decided to use **Notion** as our central platform. This decision was influenced by the availability of Notion's "education plan", which gives us a powerful workspace at no cost. We agreed that Notion fits the nature of this long-term, multi-deliverable project because it enables us to combine documentation, databases, Kanban boards, calendars, embedded media, and shared notes in a single environment. Notion allows us to structure the project around clear pages for Tasks 2–7, to track deadlines, and to store meeting minutes and drafts in a clean, centralised space. The database capabilities will allow us to create a dynamic task tracker with tags such as "Owner", "Status", and "Deadline", which Achille can use to monitor the overall progress of the team.

To complement Notion, we agreed to integrate several additional tools. First, we will embed a **Kanban board** to manage our Agile workflow. This board will be used during stand-up meetings, where Aiert—acting in parallel as a meeting facilitator—will help oversee task movement between "To Do", "In Progress", and "Done". Second, we will set up a **Gantt chart**, also embedded within Notion, using either Notion's built-in timeline view or an integrated tool like **Whimsical** or **Miro**, depending on the clarity we need. This Gantt chart will serve as the visual backbone of our planning, helping the entire group stay aware of major milestones such as Task 3, Task 4, Task 6 and Task 7. Third, we agreed to embed **Miro boards** inside Notion for brainstorming and conceptual design, particularly for Paul and Eneko, who benefit from visualising system structures before committing to them. Finally, the group will rely on Notion reminders and Calendar integration to ensure that all deadlines—especially the fixed Cranfield task submissions—are clearly visible and communicated.

Regarding the provisional project timeline, the group reviewed the sequence of Task 3 to Task 7 and identified the key phases. We agreed to structure our Gantt chart around three cycles: an initial research and exploration phase (for Tasks 3 and 4), an applied phase focused on implementing optimisation methods (Task 6), and a final validation/ABAQUS phase (Task 7). The timeline will be refined as further details of the upcoming tasks are released by the module leader, but the structure already allows us to coordinate responsibilities: Paul and Aiert will lead the methodological research for Task 3 and Task 4, while Achille and Eneko support analysis, writing, and code evaluation. For Task 6, the larger implementation stage, the distribution will shift so that Aiert oversees the coding, Paul supports architectural decisions, and Achille guarantees coordination with deadlines. Eneko's role will intensify during testing, convergence verification, and quality control. Task 7 will be shared, with the group working collaboratively on ABAQUS as required.



The meeting concluded with a shared sense of clarity about the group's strengths and dynamics. The combination of two ENTPs providing energy and creativity, an ENTJ providing structure and direction, and an INFP providing balance, quality, and thoughtful evaluation was recognised as a strong configuration. We noted that roles may evolve as the project progresses, in accordance with the Task 2 specification and the Agile approach, but the current allocation gives us both stability and flexibility. The group also agreed to meet once a week for a structured stand-up meeting, with additional meetings scheduled before each task submission.

Overall, the meeting fulfilled its objectives: we reviewed our individual profiles, built a coherent working structure, selected our organisational tools, and established a timeline. The group now has a shared operational strategy for tackling the workload effectively and collaboratively.