

2020-03-02: Monday 2nd of March, 2020

Summary:

- First Meeting.
- Member Introduction.
- Discord Chosen as Line of Communication.
- Roles Chosen.
- Pacman Chosen as Project.

Members Present

- Murray Brims
- Lance Kowalski
- Gideon Lin
- Shae Greenleaf

2020-03-10

Members Present

- Shae
- Murray
- Gideon
- Lance

Items Addressed

- Roles Decided.
 - Project Manager: Murray
 - Document Manager: Shae
 - Psychologist: Lance
 - Graphic Designer: Gideon
- Looked at marking guide
- Team name decided: Team Pacman
- To use Google Docs for changing/collaborative documents instead of github
 - Google Docs allows attribution of individual work. Essential to final report.
 - Will still use github for some documents.
 - Shae to setup Google Docs folder
- Lifecycle chosen: Either simple one from the book, (4 stage) or Google Sprint/Agile style. Specifics to be chosen between now and next meeting

- Next meetings scheduled: Tuesdays from 1pm, subject to change. End time as required
 - Shae to book library room for time.
- Team proposal Due Friday, Murray to make draft, post to google docs, team to review.

Items Deferred

- Establishment of Conceptual Model.
- Use Case Analysis
- HTA Analysis
- Scenario Analysis
- UX/Usability Analysis

2020-03-18: Wednesday 18th of March, 2020

Members Present

- Gideon
- Shae
- Murray

Items Addressed

- Discussed the necessity for generating Requirements and a requirements document.
- Requirements generation should happen both before and between creating prototypes and the design phases in general.
- Agreement on the generation of a simple schedule for the project.
- We created some basic outlines of use-cases. Shae to do the writeup and generate additional use-cases.
- Discussion of comfort levels and general process of the final presentation. We have decided to ask the client about the requirements for that presentation (who needs to do it, mostly).
- Shae will be doing the work on the requirements document while Murray + Gideon work on the first low-fidelity prototypes. Lance has not yet been assigned work.
- Agreement on report being compiled and generated in Latex as opposed to word processing. Shae will compile the work of all members together for the final Report.
- Components of Requirements document:

- User Personas and scenarios
 - Use Case Analysis
 - Hierarchical Task Analysis
 - Usability goals
 - UX goals
- Components of Schedule:
 - Week-to-week tasks
 - Milestones
- Contents of Report:
 - Requirements document from above
 - Milestones
 - Client Meeting Notes
 - Conceptual Design
 - High-fidelity Prototypes (with functioning software)
 - Problems Encountered

Future Tasks

- Requirements Document by End of next week by latest (week 5)
- Low-fidelity prototypes by end of week 6 preferably (Needed for client meetings in week 7&8)
- High-fidelity prototypes and report by end of week 11.