# 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.