***02/11/2016***

Meeting began discussing implementation language. The possibility of using Python to build recommendation engine was discussed as well as the advantages and disadvantages of doing so. Main advantage being Python would be more suitable to the task and could make use of already existing libraries to improve the engine. Python also used commonly for similar task in industry. No definite decision was made on this subject though.

Tasks:

1. Investigate how easily it would be to call a Python script with parameters within a C# program.
2. Potentially build a Python prototype showcasing Python specific libraries (Edward selling Python to opposing team members / ResDiary)

Next topic was discussing when we should meet with the customer and what we should discuss with them. It was decided that a project specification / proposal be brought to the meeting including the following key items:

1. Overview, Functional & Non-Functional Requirements
2. User stories using Josh’s format template
3. Mock up UI designs to show how it might possibly be implemented into their website.
4. Questions to ask regarding implementation language and other aspects of the project.
5. Edward would like to bring a Python prototype showcasing why it is the language of choice over C#

This was decided as being the first major milestone of the project and tasks were set up and divided amongst ourselves.

Tasks:

1. Work on functional and nonfunctional requirements of the project.
2. Create user stories in Josh’s template format.
3. Make a sketch of front end implementation / UI prototype sketches.
4. Determine questions to ask customers at meeting.
5. Ensure meeting is set up and arranged for correct date.

Other discussions took place into different factors which will need to be considered when developing the recommendations. These will be noted more formally and discussed at a later date. Finally now that the project has began full on it was decided that it is important to document meetings in terms of what was discussed as well as planning, scheduling and other significant tasks. The team should track the outcome of these meetings in their associated project artifacts.

Tasks:

1. Write up meetings notes after each meeting.
2. Create milestones and tasks outlined above on Trac.
3. Get Trac wiki system in place to document meeting notes easily.

***09/11/2016***

Meeting began discussing (once everyone arrived) by going over what still needed to be done regarding the specification for meeting on the 16th with the customer. All the main pieces were determined to be in place - user stories written, UI sketch, etc. but it was determined that planning poker should be played at some point to get a general feeling throughout the team of what the most difficult aspects of the project will be. Created user stories were also discussed which lead to further feature discussion for the engine to occur also. These were all noted for write up later in the idea thread which serves as a thread of topics for further discussion at a later date.

Task:

1. Play planning poker on tasks
2. Add additional potential features and factors to the idea thread for further discussion at a later date.
3. Formalise idea thread on the wiki

Edward made his case for using Python once more and claimed to have been playing around with prototypes and libraries (though no code was seen) and further discussion took place around language choice. Edward also requested that we make an enquiry to get some data in order to test and continue his investigation further.

Task:

1. Send email to ResDiary requesting data to allow Python prototype to continue.
2. Take a look at any data / files received from ResDiary.

Finally, it was decided also that a high level system design of how we think the engine will be implemented should be created. It was decided to do this as a group activity at the end of the meeting as we each sketched individual prototypes of how we believe the engine would be implemented. These sketches varied in complexity and discussions took place around our initial ideas of how we might go about it. The final version was then added to the specification report with a description of how the system works. One concern which was brought up at this stage though was how the company ResDairy wants the recommendations to be passed back to them. This will need to be clarified with them either at the meeting or via communication with them at some point.

Task:

1. Create prototype sketch of the high level system design and add to specification. (Already completed)
2. Find out how ResDiary wants the recommendations to be passed back to them.