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| **Title of Project:** | Snap Challenges – Photography Gamified App |
| **Student name:** | Jacob Allen |
| **Supervisor name:** | Frazer Barnes |

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| **Date** | **Meeting Notes** | **Actions** |
| 15/11/2021 | Weekly meetings start. |  |
| 22/11/2021 | Discussed lit review length, num of sources. |  |
| 29/11/2021 | Cancelled |  |
| 06/12/2021 | General chat about progress. |  |
| 13/12/2021 | General chat about progress and discussion about whether an ethics review is needed. | No ethics review needed provided we don’t use real user data. |
| **XMAS BREAK** | | |
| 10/01/2022 | Cancelled due to a hospital appointment on my side. |  |
| 17/01/2022 | General Discussion – Brief chat about project in progress. |  |
| 31/01/2022 | Discussed Project in Progress day and what is needed to be completed before then. | - Have a completed lit review/requirements by the 24th.  - Make some progress on Methodology/Desgin by the 24th. |
| 07/02/2022 | Feedback on initial report workings. | Aims and objectives needs to be meaningful and testable.  Gannt chart should be more integrated with the requirements.  Complete requirements/design section by the 17th.  Complete implementation by mid march. |
| 14/02/2022 | Discussed project in progress day.  Report should include benchmarks – these can be matched to NFRs. | Complete poster by Friday and send draft. |

**You are free to follow your own way of keeping notes. Ideally you should keep the date of the meetings, what was discussed and the way you addressed, or will address it.**