**Friday 11/11/2022 18:00-18:50 GMT**

- introductions

Jon: lives in London, works with art and IT  
 Mona: studying and is meeting us at 23:00 GMT+5!

Marcello: working for the consulate, living in Buenos Aires GMT-3

Ronan and Marek are yet to join the chat!

- meeting timings going forward

- saturdays gmt 13:00

- deciding on tools

- jira, trello, github, replit, asana… what stack will we use for the software?

- What architecture will we use for the project tracking?

- project tracking

* Jonathan: suggests we use github and github projects ( mentions replit for web dev )
* Mona: suggests we investigate Jira
* Marcello: has experience with project planning using Gantt and suggests Trello

- how we will begin the project

* -Building from strong foundations, understanding what is expected
* Understanding of the group deliverables in Coursea (Teamwork tab)
* None of us have huge experaice with code, but willing to learn for Project!
* Shared understanding that keeping the final project deliverable format simple and recognisable will be a strong place to start

- deadlines and deliverables

JAN 9 : 8000 word project proposal including the below points from the marking rubric   
HERE: [Proposal Requirements and Rubric.pdf](https://drive.google.com/file/d/1mrpqolNJjrh-yrtSigoZhxzX0QydIQEJ/view?usp=share_link)

1. aims
   1. ‘delivery plan’
2. planning
   1. development approach definition
3. specification
   1. solution architecture definition
4. scope
   1. requirement list
   2. limitations
5. requirements
   1. prioritized requirement list
   2. Must Have, Should Have, Could Have, Wont Have (this time)
   3. stakeholders
6. literature
   1. review of what exists similar to project, and the relative merits
7. market research
   1. analysis of similar products
   2. why ours is relevant
8. motivations
9. prototyping
10. assumption testing
11. analysis/outcomes

POST MEETING:

18:50 gmt

Mona:

It was nice to speak with you all, as per our call here is the Google Docs link for anything we need to share: <https://drive.google.com/drive/folders/1z8Hp-pTmpSBq2BWGpNK4Bvf8CUa5bl2X?usp=sharing>

19:00 gmt

Jonathan:

So guys! Great to meet you [@Mona](https://londoncs.slack.com/team/U01D3QM8C21) and [@Marcelo Binda](https://londoncs.slack.com/team/U01R2ANT9ML) :slightly_smiling_face: Looking forward to meeting both [@Ronan Fegan](https://londoncs.slack.com/team/U01BAEBLC05) and [@Marek Karas](https://londoncs.slack.com/team/U01AHH9N26T) next time :slightly_smiling_face:

We discussed meeting next week, Sat 19th Nov at 13:00 GMT (to accommodate our various timeframes - please just say if you have conflicts or adjustments)

We also discussed a short worklist for between now and next week:

ALL: think of some starting ideas for projects!

[@Mona](https://londoncs.slack.com/team/U01D3QM8C21): Create google drive folder structure for shared static resources

[@Mona](https://londoncs.slack.com/team/U01D3QM8C21): Create google 'working' document to share notes, narrative, and ideas.

ALL: Update these shared documents and folders with your own notes, research and resources

[@Marcelo Binda](https://londoncs.slack.com/team/U01R2ANT9ML): Review various collaborative work / project tracking software

[@Jonathan Ferguson](https://londoncs.slack.com/team/U01BDP45JBD): update shared doc with notes on our midterm submission, and final project mark scheme

We did not come to a solid conclusion about the kind of tech stack we will use, nor define broad parameters for the final project.

We did agree that keeping the project simple and straightforward would be easier than tackling something complex - due to the 3 of us on this first call having very little coding experience. We welcome and wait for input from [@Ronan Fegan](https://londoncs.slack.com/team/U01BAEBLC05) and [@Marek Karas](https://londoncs.slack.com/team/U01AHH9N26T)!

We have some dates to keep in mind:

Nov 19 - next meeting (same time each week, if possible)

Nov 21 - Research deadline

Dec 12 - Project Outline deadline

Jan 9 - FINAL deadline for midterm (8,000 word report on our project so far)

additionally, [@Marcelo Binda](https://londoncs.slack.com/team/U01R2ANT9ML) has noted that in the last week of Jan 2023, and first week of Feb 23, he will be offline due to a geographic relocation!

I'm excited for this project :slightly_smiling_face: I know we will make it great!