MEETING MINUTES



**29 OCTOBER 2020 / 1:00 PM till 2:00 PM**

ATTENDEES

All UXd staff and pupils

NOTES

**Talking Points**

1. Think about if your project more research or practical?
2. If I want something read over send it before the meeting
3. Our responsibilities (hand-ins, deadlines ect)
4. User testing details

TAKE AWAYS

1. Look into Latek for report writing
2. Do not compare myself to other people’s projects
3. Get a detailed plan ready
4. Start early

NEXT MEETING AGENDA / work to have done

1. Go over plan with Daniel

**03 NOVEMBER 2020 / 2:00 PM till 2:30 PM**

ATTENDEES

Myself and Daniel

NOTES

**Talking Points**

1. Went over my initial idea

2. Went over some software that I could use

3. Just clarified some general worries I had about doing an honours project for the first time

TAKE AWAYS

1. Some software to help keep sources

2. Better understanding of how a honours project works

NEXT MEETING AGENDA / work to have done

* + - 1. Come up with my primary objectives

**10 NOVEMBER 2020 / 2:00 PM till 3:00 PM**

ATTENDEES

Myself and Daniel

NOTES

**Talking Points**

1. Existing Products

2. prediction algorithms

3. Google scholar

4. Moneyball

TAKE AWAYS

1. Use google scholar and dl.acm.org to find research papers

2. We found a few potential good papers to look at

3. Learned about the Constraint Satisfaction Problem

NEXT MEETING AGENDA (not for group meeting but the one after)

1. Comeback with other FPL app functions research.

2. Algorithm research

**19 NOVEMBER 2020 / 2:00 PM till 3:00 PM**

ATTENDEES

All UXd staff and pupils

NOTES

**Talking Points**

1. The Uxd staff disscussed the risk and ethics form we were to complete

2. worked through a sample project (https://docs.google.com/document/d/1kTRDiFqit8fHaPFgFJJ6dZClBsFiKFezmX97VAxK6qg/edit#heading=h.d9l0clpuwazp)

TAKE AWAYS

1. Better understanding of ethics and risk forms

NEXT MEETING AGENDA / work to have done

N/A

**24 NOVEMBER 2020 / 2:00 PM till 3:00 PM**

ATTENDEES

Myself and Daniel

NOTES

**Talking Points**

1. Talked about the product review and literture review I worte up

2. disscussed prediction algorithm in more detail

3. user surveys

TAKE AWAYS

1. some really good resources for statistic (for my algorithm)

2. small changes to reviews

NEXT MEETING AGENDA / work to have done

1. Mock Questionaire

**01 DECEMBER 2020 / 2:00 PM till 3:00 PM**

ATTENDEES

Myself and Daniel

NOTES

**Talking Points**

1. Compared progress to the gannt chart

2. disscussed my survey questions

3. Re-directed initial goal and target audience to be existing FPL players instead of new players

4. Mid-term review/report

TAKE AWAYS

1. Changes to some survey questions

2. Better idea of report format

NEXT MEETING AGENDA / work to have done

1. Survey updtaed

2. Mid-term report written-up (or at least started)

**08 DECEMBER 2020 / 2:00 PM till 2:30 PM**

ATTENDEES

Myself and Daniel

NOTES

**Talking Points**

1. Overall progress

2. How to the participant/concent form in the survey

TAKE AWAYS

1. Clearer idea of midway report

2. Better idea of survey structure

NEXT MEETING AGENDA / work to have done

1. finalise Survey

2. Survey sent out

**15 DECEMBER 2020 / 2:00 PM till 3:00 PM**

ATTENDEES

Myself and Daniel

NOTES

**Talking Points**

1. Overall progress

2. paper prototypes and final prototypes

TAKE AWAYS

1. Wasn’t aware I would have to do both but also i’d need feedback on both of these

NEXT MEETING AGENDA / work to have done

1. both prototypes

2. have feedback on both

3. have a midway report

**25 January 2021 / 2:00 PM till 3:00 PM**

ATTENDEES

Myself and Daniel

NOTES

**Talking Points**

1. Overall progress over the break

2. paper prototypes and final prototypes

3. the user evaluation of these prototypes

4. First few weeks of software development

5. Midway report

TAKE AWAYS

1. Things to change in midway report

2. Feedback of user evaluations

NEXT MEETING AGENDA / work to have done

1. Edited midway report

2. more software completed

3. have a midway report

**01 February 2021 / 2:00 PM till 3:00 PM**

ATTENDEES

Myself and Daniel

NOTES

**Talking Points**

1. Overall progress

4. software development progress, discussed details about Firebase

5. Midway report

TAKE AWAYS

1. Feedback on how the midway report went

2. Feedback on how development is going

NEXT MEETING AGENDA / work to have done

1. more software completed

**08 February – 29 March 2021 / 2:00 PM till 3:00 PM**

ATTENDEES

Myself and Daniel

NOTES

**Talking Points**

1. Overall progress

4. software development progress

TAKE AWAYS

1. Feedback on how the midway report went

2. Feedback on how development is going

NEXT MEETING AGENDA / work to have done

more software completed

user evaluation

**05 April 2021 / 2:00 PM till 3:00 PM**

ATTENDEES

Myself and Daniel

NOTES

**Talking Points**

1. Overall progress

2. software development review

3. final report

4. How final user evaluation went

TAKE AWAYS

1. Feedback on how development went

2. Final report guidance

NEXT MEETING AGENDA / work to have done

1. More report written

**12 April 2021 / 2:00 PM till 3:00 PM**

ATTENDEES

Myself and Daniel

NOTES

**Talking Points**

1. Overall progress

2. final report review

TAKE AWAYS

1. Final report guidance

NEXT MEETING AGENDA / work to have done

1. review report (finished at this stage)

**19 April 2021 / 2:00 PM till 3:00 PM**

ATTENDEES

Myself and Daniel

NOTES

**Talking Points**

1. Overall progress

2. final report review

3. User manual and video

TAKE AWAYS

* 1. Final report guidance
  2. How to tackle manual and video

NEXT MEETING AGENDA / work to have done

* + 1. small changes to report
    2. have manual done

**26 April 2021 / 2:00 PM till 3:00 PM**

ATTENDEES

Myself and Daniel

NOTES

**Talking Points**

1. Overall progress

2. Video

3. Submission

4. Reflection of how project went

5. Went down marking sheet to check if everything had been covered

TAKE AWAYS

* 1. More advice on video

NEXT MEETING AGENDA / work to have done

N/A