**Meeting 1 – Brainstorming – February 3rd 12:00pm-12:30pm**

We explored potential ideas for our project—in this meeting we decided to make our project a pet-based game, where users complete tasks to earn points, that can be used to buy accessories and grow their pet. We analysed the specification and determined key attributes that were necessary to meet the requirements for the project. We decided to not have a team leader, instead distributing responsibilities amongst team members—each team member would be responsible for overseeing their given tasks. These responsibilities were determined by people’s preferences and strengths, with some members more interested in the front-end, QA, data protection, and back-end. This meeting lasted about 30mins, and laid out our plans and ideas for our project and first sprint.

**Meeting 2 – Planning – February 6th 2:30pm-3:30pm**

In this meeting, we finalised our project idea and started to delegate tasks. Dillon and Olly had setup the skeleton for the Django project at this point, and had begun work on the database. The main issue they encountered was that the database file was being tracked which prevented the other members of the project from accessing the file--this was fixed shortly after the meeting concluded by adding the file to the “.gitignore” file. We also set up the Trello board—the board was not populated at this point with tasks as we were still planning what the minimum viable product would be for our first sprint. There was some initial conflict and disagreements as we debated how much time we should spend planning, however by the end of the meeting we had a basic plan for development. We decided we would finish planning and populating the Trello board in the next meeting, before beginning development.

**Meeting 3 – Devise User Stories – February 10th 3:00pm-4:00pm**

In this meeting we finished planning our project. We defined user stories and epics for the project and finalized the minimum viable product for the first sprint. We decided that the home, login and signup pages would be the first to be implemented, as they would be instrumental for creating a basic working and secure site. We also decided that a settings page would be necessary for implementing GDPR. We made the decision to define and lock our scope for the first sprint, by only planning to implement one pet, along with tasks and events pages—these pages would be where users could complete tasks and location based activities to level up their pet and earn points.

**Meeting 4 - Reflection and Planning Dev Work – February 12th 10:00am-11:00am**

In this meeting, we reflected on what had been implemented so far, and how everyone was feeling about their respective tasks. We split are roles as followed: Freya worked on initial QA testing and designing the UI/UX mockups alongside Amelia, Olly and Dillon worked on setting up and designing the database, Mike worked on designing the pet and page elements, Amelia and Kayan worked on setting up the initial webpages, and Tom, as the Data Protection Officer, worked on ensuring that our initial product was GDPR compliant. Everyone was happy with their given tasks and roles, and progress was being made.

**Meeting 5 – Standup – February 17th 2:00pm-3:30pm**

As we were all aware of what tasks we each were to work on, we only had a quick meeting to discuss any current issues and queries. We discussed and analysed the problems brought up: one issues mentioned was related to the site’s text size—this was not being changed dynamically as there was a problem with the database design. Dillon was able to determine why this issue was occurring due to the group’s input and was able to resolve this issue by the end.

**Meeting 6 – Progress Check-In– February 19th 10:00am-12:30pm**

For this meeting, we checked in on our progress towards meeting the minimum viable product requirements. We updated each other on our progress for our given tasks, and when we expected to be done as the sprint 1 deadline approached. An issue that we had was with the migrating of the database, which caused delays to development. We discussed how this was resolved, and how to avoid this issue going forward by migrating the database regularly. Alongside that, we discussed what we expected from the tests for the first sprint, and where tests were failing.

**Meeting 7 – Progress Check-In– February 23rd 11:30am - 3:30pm**

In this last meeting for Sprint 1, we finished up development and worked on creating and polishing our documentation. We discussed our product in relation to the Sprint 1 requirements and refactored the Trello board to better organize ourselves. We briefly discussed what items we expected to complete in Sprint 2 and prepopulated the Trello board with these items.