Documentation Appendix

In order to organise the documentation for the project, this document provides a brief explanation of what each file contains. It was deemed necessary by the team, since the volume of documents has increased, as it can save the client’s time from going through every document to understand what each one is about.

**Meeting minutes**

The meeting minutes is a more informal type of documentation used to organise the team’s tasks. The documents with the name Meeting Minutes are kept as a way of keeping track of the meetings, what was discussed and what was assigned to each member of the team. These documents were created to promote organisation within the team and keep track of whether tasks were completed in the predicted time or not. Moreover, it is a way of knowing what was discussed in each meeting to avoid redundant discussions of the same thing, which saves a great amount of time. They are in chronological

**Gantt Chart**

This document includes the Gantt chart that was produced in order to keep track of the tasks that must be completed. It helped us to great extend and we tried to stick to it as much as possible. There were delays in the completion of a few tasks, and the reason is mainly the underestimation of the time that will take to complete each task or its difficulty level. Tackling the delays was a priority and in doing so we learned how to plan the next stage more efficiently, so every task is complete due time and with good quality content. The image of the chart is rotated for the days and tasks to be clearly visible. The description of each task is provided to understand the correlation of each task and its description.