Documentation Appendix

In order to organise the documentation for the project, this document provides a brief explanation of what each document 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.

**Gantt Chart**

A Gantt chart is used to project required tasks over time. It has been widely used for project management and organisation, since it is simple to read and understand and at the same time very effective in organising tasks and their deadline. The team used it to visualise all the steps of the project and its provision to the client gives an insight of the projects progress.