**Meeting 1**

Details:

Date: 21st March 2023

Time: 1400 hrs to 1530 hrs

Venue: Canteen

Number of Members: 5/5

Absentees: None

**Meeting:**

In the initial meeting, the members introduced themselves and discussed their interests. They decided on an environmental-based topic but changed to blockchain and mental health due to its promising future. The meeting ended with the group agreeing on the topic, but more time was needed to solidify the project idea.

They discussed the potential benefits of blockchain in mental health, including data security and patient privacy. They acknowledged challenges like technical expertise and ethical concerns with patient data. The group agreed to research the topic further and meet more frequently for a smooth project progression.

Overall, the first meeting was productive, and the group members showed enthusiasm and commitment. Their communication and collaboration skills were promising for the project's success.

**Observation:**

As a member of this group, I would consider the meeting successful in terms of accomplishing our goal of selecting a project topic. Although we initially faced challenges in finding a suitable idea, the constructive discussion eventually led us to choose a promising topic. It is encouraging that all group members agreed on the topic and showed enthusiasm for working on it, which bodes well for the project's success.

However, it is important to acknowledge that there is room for improvement in terms of communication and interpersonal skills within the group. We should continue to meet regularly and foster a close working relationship to ensure smooth progress of the project. By addressing these areas, we can enhance our effectiveness as a team and achieve our objectives more efficiently.

**Meeting 2**

**Details:**

Date: 24th March 2023

Time: 3.30 pm to 4.15pm

Venue: Student Hub

Number of Members: 4/5

Absentees: Nguyen

**Meetings:**

During the meeting on 24th March 2023, my group met at the Student Hub with four out of five members present. It was from 15.30 hrs to 16.15 hrs. We discussed the previous project they had decided on and concluded that it was not as progressive we thought. Also, we’re not well-versed in blockchain technology to develop such a software.

The group decided to change the project to a business-based idea, and after some discussions, it was agreed on the concept of a solar backpack. We believed that the business aspect of this idea was really good. The group then started working on the project proposal.

During the meeting, the group also delegated tasks to each member who was present. We divided responsibilities based on each member's strengths and expertise. Finally, deciding to work on the project proposal on a Word document instead of Pebblepad.

There were some small conflicts during the meeting about which project to change to, but the group was able to resolve it and move forward with the solar backpack idea.

**Observation:**

Reflecting on our meeting on March 24th, I would describe it as a productive and satisfying session. Our primary objective of selecting a project topic was successfully accomplished, despite encountering initial challenges. Through open and constructive discussions, we were able to navigate through different ideas and settle on a promising concept. What impressed me the most was the unanimous agreement among all group members regarding the chosen topic. This consensus fostered a sense of shared enthusiasm and commitment towards the project, laying a solid foundation for its future success.

However, it is important to acknowledge that our communication and interpersonal skills as a group could benefit from further development. While our meeting was generally harmonious, there were instances of minor conflicts regarding the choice of the new project. Nevertheless, we demonstrated effective problem-solving abilities and promptly resolved these issues, allowing us to progress with the selected idea.

To ensure continued success, it is imperative that we maintain regular and frequent meetings. This will enable us to strengthen our teamwork, enhance communication, and build a cohesive working environment. By collectively addressing these areas for improvement, we can maximize our efficiency as a team and effectively achieve our project goals.

**Meeting 3**

**Details**

Date: 31st March 2023

Time: 6:30 – 7:00

Venue: Discord

Members present: 6/6

Members absent: None

**Meeting:**

During this meeting, the focus was on reviewing and coordinating our individual contributions to ensure everything aligned seamlessly. We dedicated time to making final improvements before the submission of our proposal.

A lot of attention was given to reviewing and providing feedback on each other's work. We took the opportunity to assist the new member with their assigned task, ensuring they felt supported and integrated into the group.

One significant aspect of the meeting was formatting and organizing Assessment 1, primarily led by myself. We worked together to ensure that the assessment was properly structured and presented.Overall, this meeting served as a crucial step in our project's progress, allowing us to make final adjustments and ensure a polished submission.

**Observation:**

This was when I started getting the feeling where 1 of the group member (Dharmik)

was not interested in helping out at all. Since he joined the group late, I assigned him a simple task; to do the Gantt chart. Any normal could’ve done it in coupe days but he didn’t submit it till couple hours before the submission and he submitted a basic Gantt chart which he got of Canva and at that time we didn’t have the time to make it better due to the deadline. There was also limited communication between him and my team mates. When I asked him about it, he claimed to have had other assignments which took priority but we weren’t informed that he wasn’t going to be able to do a decent enough job and at that time it really triggered me as I was trying my hardest to make this report good and he was acting like a insolent child. So I stopped asking him about it and just focused on the report, luckily despite the problems, we were able to submit it on time. As for my other group members, they have put in effort to make the report good and I’m glad we can rely on each other.

**Meeting 4**

**Details**

Date: 14th April 2023

Time: 3:45 – 4:00

Venue: Hub

Members present: 3/6

Members absent: 3/6

**Meeting:**

During this meeting, we focused on several important tasks. Firstly, we worked on formatting the posters, considering different layout options. Three sketches of the layout were drawn, but a final decision has not yet been made. Next, we delved into exploring revenue models. We examined ten different revenue models, discussing their suitability for our project. At present, we have decided to proceed with the retail revenue model. Lastly, we addressed the task of creating a business model canvas. This responsibility was delegated to Jess, who will be working on developing the canvas for our project. We did tell her to contact any of us if she needed assistance Overall, this meeting allowed us to make progress on various fronts, including poster formatting, revenue model selection, and the assignment of the business model canvas task.

**Observation:**

At this point, since the report was submitted the tension was reduced between our team members and Dharmik. So we worked on out poster together. We had a discord call and decided to do the posted, everyone attended but 10min into the call Dharmik left without saying anything, once again flaking on the team. Unfortunately, we didn’t manage to finish the poster that week but we planned to meet again the following week to work on it. Personally, whilst doing the posted, me and another member of the team (Jess) became friends. I wasn’t expecting to spend time with the team members outside of team meetings, but it was a pleasant surprise when I found out that we were quite similar and had things in common. That made it much easier for both of us to work on the poster together and hopefully moving forward we can have an easier time to work on the final report too.

**Meeting 5**

**Details**

Date: 30th April 2023

Time: 2:30 – 4:00

Venue: Discord

Members present: 6/6

Members absent: 0/6

**Meeting:**

During our meeting, we explored different options for creating the poster. Dean Alexander Santos Buno and Thazin Min Htet searched through Canva to find templates related to comic strips and backpacks, respectively. Ragul suggested creating the poster from scratch using PowerPoint.

We discovered some examples within Canva, such as the "Yellow Comic Retro Happy Father's Day" poster in the comic strip section.

To divide the workload, we formed two groups. Group 1, consisting of Dean Alexander Santos Buno, Thazin Min Htet, and Dharmik, would use Canva to work on the poster. Group 2, comprising Nathanael Finian, Ragul, and Nguyen, would utilize KeyNote or PowerPoint for their contributions. During the discussion, Nathanael Finian selected some photos for the poster.

In the midst of our conversation, we decided to opt for a four-section design rather than a three-section design. The sections would cover the following topics: the problem, the materials involved, how we intend to accomplish our goals, and the final solution along with the desired outcome.

**Observation**

For this meeting, we decided to spend a Saturday afternoon to discuss and hopefully complete the poster. I was happy to see that the team members don’t mind spending weekends to do the poster. Unfortunately, 10min into the discord call, Dharmik disappeared without saying anything just like last time. At this point, my group was very used to his flaky non-responsive attitude, we didn’t even care. Unfortunately, the making the poster wasn’t as easy as it seemed and we didn’t manage to make one at that point. We were all very frustrated about the lack of progress so we called it a day. I however continued working and made a small design for us to show the professor. Other than the poster being made, right now we don’t have any other problems regarding the project.

**Meeting 6**

**Details**

Date: 30th May 2023

Time: 1:30 – 2:00

Venue: Hub

Members present: 5/6

Members absent: 1/6

**Meeting:**

During this meeting, we focused on finalizing the Project Proposal by incorporating additional information from the first assignment. We made sure to include any relevant updates and enhancements to each section, including the Revenue Model.

In addition to working on the Project Proposal, we also discussed the presentation script for our upcoming presentation. To ensure a well-structured and cohesive presentation, we divided the script into six parts, assigning one person to each part. This allowed us to plan and outline the specific content and key points to be covered in the presentation.

Overall, this meeting was dedicated to refining the Project Proposal and developing a comprehensive presentation script that effectively communicates our project's goals, progress, and potential outcomes.

**Observation:**

For this meeting, we were already working on the final report, and at this point in time Dharmik barely attended any meetings, was always late and didn’t communicate at all. After the Gantt chart, we gave him one other work; do the financial model. I gave him ample time to do it, 2 weeks and he didn’t do it. Just like the Gantt chart which was done by Jess, this was done by Nathan and Dean. He gave no explanation whatsoever and it just made all of us very frustrated and we took him as an additional member on our team and he shows gratitude by not doing nor communicating at all. It’s as if he’s not in MDP but just getting free grades, This was when our team decided to tell the professor about his behaviour because he doesn’t deserve to pass this module as he genuinely didn’t do anything. My other team mates and myself have texted him directly and told him help out. He just said he will and disappears. Other than him, other members of my team have worked well quite seamlessly, especially me and jess. As I’ve stated above ive grown to consider her my friend that allowed us to work better together

**Meeting 7**

**Details**

Date: 17th May 2023

Time: 1:15 – 2:00

Venue: Classroom

Members present: 4/6

Members absent: 3/6

**Meeting:**

This was our final meeting. During the meeting, we took the opportunity to test our speaking abilities using the presentation script. Jess, myself, and Nguyen volunteered to be the initial speakers and practiced delivering their respective parts.

By engaging in this exercise, we were able to assess how well we communicated the content and whether any adjustments or improvements were needed. This practice session allowed us to gain confidence in our presentation skills and identify areas where further refinement may be required.

Testing our speaking abilities with the script was a valuable step in ensuring that we are well-prepared and effective in delivering our presentation. It also provided an opportunity for feedback and collaboration among team members, ultimately enhancing our overall presentation delivery.

**Observation:**

In this meeting, we discovered that not all of us can present well and we decided to not force everyone to present. Also, we told Dharmik that we’ve informed te teacher about his absolute negligence towards MDP as of its whole and how he disrespected each and every one of us into unnecssary risk of doing badly just because of him. He quickly apologised and claimed that his lack of communication was due to the fact that his discord notification have been turned off for the past 6 weeks. I didn’t know what to say. We just started to work on our presentation which Dharmik said he won’t present when I requested if he could.