**Minutes of meeting**

| **Date & Time** | **What we discussed** | **Things to do** |
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| **07/11/17 | 13:15**  **Meeting Lasted: 1 hour**  **All present** | - Highlighted the most important parts in the description of the project  - Created user stories based on this information for the employee as well as the employer  - Discussed what platform we would like to create this project on | - Meet up with supervisor on Friday to discuss progress  - Make sure all team members have signed up and joined both the GitLab as well as Trello group  - Look over documents given to us by our sponsor and get a greater understanding of the tools we have to use |
| **17/11/17 | 9:30**  **Meeting with sponsor, lasted: 24 minutes**  **All present Via Skype** | - Discussed our user stories with John to see what could be changed/improved  - Talked about what to avoid when going about this project which included:   * Do not create a dialogue based on every single resume that this software is used for, base it on 1 resume (we can use John’s) to show that this could be done * Do not leave space for the employer an opportunity to ask what they like → Guide them by providing options * When creating your avatar, be aware that unity does not provide lip-syncing features for when the avatar talks as it is very difficult to do, try to avoid using lip-syncing by the designing the character in such a way where this could be avoided   - Discussed how to start/ go about the overall project, which included:   * Start by playing around with the conversation service → Can test it out from employers point of view * Play around with text-to-speech and speech-to-text features and work those as well as the conversation service together * Using the tutorials we looked over start using Node-Red (Under IMT starter pack in IBM Cloud) * For the character and background use Unity, can make a realistic figure pretty easily and can export to different platforms such as android app/ iphone app/ browsers.   - Use a public GitHub → Not an issue, sponsor(John) can easily access it. | - Meet up with supervisor and discuss what we discussed with the sponsor to keep everyone up-to-date and on track  - Revise the user stories and adapt them to focus on 1 resume only  - Start playing around with the IBM conversation service as well as text-to-speech and speech-to-text features  - Follow links from John to tutorials on Unity → Download Unity and play around to see possibilities of how to create the avatar/ background  - Start designing the look of the Resume on paper as well as note down ideas on how the character will look in such a way that it will avoid lip-syncing |
| **17/11/17 | 12:00**  **Meeting with Supervisor**  **James, Alexandra and Kanlin present on behalf of group** | - Talked through initial plan of project  - Discussed the best way to log and how we were going to work together  - Updated supervisor on the conversations had with sponsor | - maintain progress  - try to think of ways to make offline progress (planning,learning new skills) visible  - update those unable to make meeting with discussions |
| **23/11/17 | 11:00**  **Meeting Lasted:**  **1 hour 30 mins**  **All Present** | - Revised user stories and adapted them to focus on 1 resume only  - Discussed and planned the possibilities for the avatar character and decided on these initial ideas:   * It will be a human (cartoon) * There will be 2 designs, a female and a male option * Due to past experience in the team, we decided to use cinema4d to make it (Will still learn how to use blender on the side just in case that is better to use) * Decided to make the avatar in a “Box-style” way for now * If possible, would like to include a simple animation of the mouth opening and closing when the avatar speaks   - Added to the trello board stating what we are going to do and what is currently in process of being made  - Started to have a look at Watson Conversation and noted down simple questions that could be asked  - Discussed/decided on a layout of the final design  - Downloaded Unity and had a quick glance over the tools and how everything works  - Had a glance over NODE-RED and discussed how that can be incorporated in the project | - Work on the Watson Conversation, create variations of the way questions could be asked  - Design the avatar in cinema4d  - Have a deeper look into unity and how we can make it work with cinema4d / how can we add simple animation to the avatar  - Have a deeper look into NODE-RED  - Email the sponsor with questions we currently have so that we make decent progress with the project |
| **23/11/17**  **Meeting with Sponsor**  **Duration : 30 minutes**  **All present** | - Discussed our decision to use a “Minecraft” style avatar which was approved  - Discussed the number and customisation side of the avatar   * Create a small collection of avatars based upon business style (suit, casual, relaxed) * Have some way to be able to choose the avatar or base avatar on employee   - Sponsor will put us in contact with another project who have developed similar Unity + Watson project. | - Ensure Sponsor is added to GitHub project  - Draw up designs for the types of avatar  - meet with supervisor to update  on progress |
| **04/12/17 | 10:30**  **Meeting Lasted: 1 hour 30 mins**  **All present** | - Presented different drawing ideas to have a basic idea of what we will create  - Decided to use a different styles character opposed to the ‘minecraft’ style as it will be easier to implement and add actions to it  - Managed to share the IBM Bluemix workspace so that everyone has access to one conversation service  - Copied John’s information into a word doc, creating a Resume  - Started the basic design of the avatar in cinema4d | - Design different clothes, 3 different ideas that can be used on the avatar  - Collaboratively work on the conservation service (Intents + Entities should be done by Christmas)  - Finish the Resume (Narrow down to 1-2 pages)  - Meet up on Thursday and make progress on the avatar |
| **07/12/17 | 11:00**  **Meeting Lasted: 2 hours**  **All present** | - Created a basic casual/formal avatar design in cinema4d  - Finished John’s Resume and exported it as a PDF  - Added more intents to the Watson Conversation Service based on the Resume  - Pushed all changes onto the github repository | - Meet with supervisor and discuss progress  - Meet with sponsor (John) and discuss progress made  - Add more intents to the Watson Conversation Service as well as start adding entities  - Polish up the look of the avatar |
| **07/12/17 | 13:00**  **Meeting with Gail Lasted: 30 minutes**  **All Present** | - Discussed progress made  - Discussed to make sure everything we have done is uploaded onto the github repository  - Discussed next steps  - Got advice on making sure what stage the project should be at before the marking | - Make sure all the work we have done is on git  - Make sure everyone has committed their bit of work to git  - Keep working on the Watson conversation service |
| **12/12/17 | 11:00**    **Meeting Lasted: 1 hour**  **All present** | - Made sure everyone knew what branch to commit their piece of work to  - Made sure trello board is up to date and discussed possible additions  - Discussed progress on Watson conversation service | Add anymore work we do before Christmas onto GitHub  - Carry on working on Conversation service  - Add anything else that is needed onto trello |
| **30/01/18 | 12:30**  **Meeting Lasted: 30 mins**  **4 present** | - Talked about what we have completed so far  - Decided what we are going to complete by the end of this week as well as next  - Decided to set goals each week to make sure that we reach them in the given time  - Discussed adding our supervisor to our Watson conversation work so that she can be up-to-date with it all | - Meet up with our supervisor early next week  - Finish the Entities and build up the dialogue on the Watson conversation service by the end of this week/early next week  - Meet up on Thursday to finish up as much of the Watson conversation as possible |
| **01/02/18 | 09:00**  **Meeting Lasted: 2 hours**  **All present** | - Worked on the Watson Conversation service all together  - Build up the dialogue for the jobs and education  - Made sure to add any entities/intents if needed for the dialogue | - Look into unity and the avatar and try working on the backgrounds  - Look into speech-to-text and text-to-speech and start working on that  - Meet with supervisor like planned before |
| **05/02/18**  **Meeting lasted: 30 mins**  **Meeting with Supervisor (Gail Hopkins)** | - Discussed the progress made with the project  - Discussed how we all feel about the stage we are at now  - Talked about what we are going to do next and how we are going to do it  - Discussed the presentation day and started to discuss a few possible ideas we can do for our project | - Finish off the Watson Conversation fully  - Keep pushing through with the project and start looking into how to put it all together  - Meet with Sponsor to discuss progress made with project |
| **05/02/18**  **Meeting lasted : 30 minutes**  **All Present** | * Finished Watson conversation service * Agreed that tips for users are needed to guide them through conversation * Looked into how to incorporate Watson dialog into a web application | * Continue to look into Watson within a web application * Add tips and hints for conversation box * Get some users to test Watson conversation dialog |
| **12/02/18**  **Meeting lasted: 30 mins**  **Meeting with Sponsor (John McNamara)** | - Talked about current progress and what we’ve been working on  - Discussed speech - to - text and the issues we have experienced so far  - Look more into text - to - speech as its more reliable than the speech - to - text API   * Problem could be accepting involved conversations * Take input from text and let the avatar talk to you and give you text to instead * Don’t do speech - to - text → too difficult + time consuming * Would need to consider what people are talking through + accents etc.   - Avatar:   * Do what you can in the time you have * May consider something simple * Decide to just trigger animation on question input (raise eyebrow, look somewhere else, when question asked turn to person asking it) * Maybe robotic character?   - Discussed a blog → include pics, videos, experiences (make it look good) | - Will work on the avatar and the animations  - Will work on integrating the conversation service with the website  - Look into text - to - speech and try to incorporate it into the project |
| **27/02/18**  **Meeting lasted: 30 mins**  **Meeting with Supervisor (Gail Hopkins)** | - Discussed progress made by everyone and talked about what everyone has been working on individually  - Asked about the final reports and how and when they should be done  - Discussed any issues we have encountered  - Talked about what we plan to do next and when we think the project would be finished | - Carry on working on the individual parts and help each other on each part  - Keep updating the blogs, trello and git making sure everything has been pushed into there  - Look over at what stage everyone is and have a rough idea of when the project will be finished |
| **06/03/18**  **Meeting lasted: 20 mins**  **Meeting with Supervisor (Gail Hopkins)** | - Discussed progress made by everyone and talked about what everyone has been working on  - Talked about the progress made on the website  - Talked about when we believe the project could be finished  - Discussed how the group is working as a whole | - Finish up the parts that need finishing (mainly avatar)  - Look into Watson twitter insights  - Keep working on the blog posts |
| **06/02/18**  **Meeting lasted : 45 minutes**  **3 Present (Others were busy – not in town & assessment centres)** | - Worked on the website to fix a button link that would not open on one click  - Managed to fix the issue  - Thought of ways in which we can get the pdf viewer working without it being on a separate port  - Decided to try and use the pdfobject method rather than the pdf.js method | - Finish up the parts that need finishing (mainly avatar)  - Look into Watson twitter insights  - Keep working on the blog posts |