Meetings

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| **Meeting #** | **Date** | **Duration** | **Key Points** | **Description** |
| 1 | 1/11/2022 | 20 Minutes | - Meeting supervisor  - Preparing for Milestone 2  - No solid project idea | This was my first official meeting. We discussed potential project ideas as milestone 2 was coming up and concluded that I do not have a solid idea of yet. |
| 2 | 3/11/2022 | 45 Minutes | - Confirming project idea  - Updated requirements | The discussion was primarily focused on coming up with a final project idea that both the supervisor and I where happy with. This was a continuation of the previous session, and it was during this meeting that I scrapped my initial idea and changed my idea slightly to better fit the requirements. |
| 3 | 9/11/2022 | 30 Minutes | - Milestone 2 progress  - Added to repository  - Brief project overview  - SharePoint form issue  - Preparing for Milestone 2 submission | Charles and I discussed the progress I have made towards the completion of milestone 2. I showed my GitHub repository including the current issues I have, milestones and state of the actual application. One issue that I did raise was related to the word limit for each task within the milestone 2 form however, this was cleared up. Generally, the main outcome of this meeting is that I want to clear up a few things before submitted my milestone 2 which has been met and therefore, I am currently in the process of completing this. |
| 4 | 16/11/2022 | 20 Minutes | - Overall progress  - Interface wireframe  - C++ cryptographic library | During this meeting, me and Charles discussed the progress I have made with my application. I showed the updated user interface as well as the next steps that I need to do. Additionally, we discussed “Cryptopp” which is the library I will be using for encryption and decryption. In conclusion, this meeting was mainly a quick progress check and being told that we must implement a wireframe for our projects. |
| 5 | 30/11/2022 | 15 Minutes | * Due to other coursework’s, progress was minimal. * Continued work towards project wireframes * Upcoming week will be spent implement key features * Milestone 3 & 4 have been combined. | During the latter part of November, the amount of work I could complete was limited due to other coursework’s I had to focus on. This was discussed with Charles who understood the situation. I reinvited Charles to my GitHub repository as his previous invitation link expired. Overall, a productive meeting which reiterated the key goals that need to be competed. |
| 6 | 13/12/2022 | -- | * Will swap from using Word to Latex for the final year report * Researched basic Latex syntax * Continued project development | Due to the winter break, there were no in-person sessions, so I emailed Charles instead. I asked a question regarding the report structure and if I could use Latex as a report writing tool. |
| 7 | 01/02/2023 | 30 Minutes | * Milestones 3 and 4 demonstrations * Need a better way to obtain feedback * Encryption needs to be implemented * Report needs a plan | Main point is that I should not lose focus on the main goal which is encryption. Also need to add guides/tutorial for new users.  Need to create a plan for the report. |
| 8 | 28/04/2023 | 45 Minutes | * Discussed report draft feedback. * Overall project progress * Project could be slightly shifted to focus on students and trainees as a learning platform. | During this meeting myself and Charles discussed the draft report feedback and all the various changes and improvements that could be made. This was discussed further and in more detail in-person later that same day. |
| 9 | 11/04/2023 | 30 Minutes | * Final meeting before milestone 5 deadline * Discussed small aspects about the report | Main point of discussing was regarding report word count and ways in which it can be reduced. Also, asked questions such as if the font is suitable and how the project should be uploaded on Moodle. |