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. |