MEETING DATA

Meeting No. 1 - 29/04/2021

Agenda –

- ❖ Welcome all.
- ❖ Discuss Assignment Specifications
- ❖ Discuss Ideas

Actions –

- ❖ Everybody to research potential frameworks for Prototype chat bot
- ❖ Read assignment spec and consider fair work allocations

Meeting No. 2 - 03/05/2021

Agenda –

- ❖ Welcome All
- ❖ Allocate work assignments for individual members
- ❖ Discuss progress on research for frameworks for a prototype

Actions –

- ❖ Work assignments are now allocated in google docs [spreadsheet](#)
- ❖ Everybody to research Discord as a potential Bot framework
- ❖ Marc can begin Risks and Limits section
- ❖ Justin Can continue Prototype development with Azure
- ❖ John can begin Testing Section
- ❖ Justin, Alice, Reane and James can begin Positions section

Meeting No. 3 – 16/05/2021

Agenda –

- ❖ Welcome All
- ❖ What sections do we have left to complete?

- ❖ Check on prototype progress
- ❖ Discuss flow of the document, it's becoming a little disjointed
- ❖ Review report for missing sections

Actions –

- ❖ Alice and Reane will begin working on development of a Dialogflow prototype
- ❖ John will continue working with Azure to research Azure using Java
- ❖ James to finish his Positions Section
- ❖ Everybody to start finalising sections that can now be completed

Meeting No. 4 – 26/05/2021

Agenda –

- ❖ Welcome All
- ❖ Discuss report flow again
- ❖ Address parts to improve, and what could be added

Actions –

- ❖ Marc will add a section reviewing GitHub in the tools section
- ❖ Weekly timeframe to reviewed for fluidity by all, so they line up with write up on the rest of the report
- ❖ Justin to add sections into landscape
- ❖ John to review Azure prototype section
- ❖ Reane to review software developer position write up
- ❖ James to add his position write up to report
- ❖ Alice will consolidate report for submission