**Meeting Minutes**

**Meeting 1 - 6 November 2020**

In this meeting we discussed about the requirements that are present in the project description. We also discussed on how to gather more requirements and we concluded to get it from users such as students and staff. Apart from that, we discussed whether the current ethics application is sufficient for this project or not and my future plans.

**Meeting 2 - 20 November 2020**

I was facing some difficulties when completing the requirement documentation and Dr Craig gave some suggestions in the meeting on how to complete it. One of the suggestions was to make a user story document. Apart from that, we discussed about another approach for user feedback, the structure of the current timesheet template and my future plans.

Key-point: A timesheet template was provided by Dr Craig

**Meeting 3 - 4 December 2020**

In this meeting we discussed about the requirement and user story documentation and Dr Craig was satisfied with both the documents. We also discussed whether to do a low or high-fidelity wireframe. Apart from that, we discussed my future plans.

**Meeting 4 - 18 December 2020**

In this meeting we discussed about wireframes for students and questions made based on the wireframes. Dr Craig gave some suggestions in the meeting which are to add more description to the questions and to do some changes to the structure of the questions. Apart from that, we discussed my future plans.

**Meeting 5 - 5 January 2021**

In this meeting we discussed about wireframes for staff and questions made based on the wireframes. Dr Craig gave some suggestions in the meeting which are to change the text on one of the buttons and to do some changes to the questions by linking them together. Apart from that, we discussed my future plans.

**Meeting 6 - 12 January 2021**

In this meeting we discussed about the distribution of the questions made based on the wireframes. After that, we discussed about the pilot stage and the login and option screen which I created. Dr Craig gave some suggestions in the meeting for both the screens which are to add a banner at the bottom of the screen and change the look of a text. Apart from that, we discussed my future plans.

**Meeting 7 - 27 January 2021**

In this meeting we discussed about the product backlog and sprint backlog and Dr Craig was satisfied with both the documents. Apart from that, we discussed about the Gantt chart made based on the sprint backlog, the number of hours to be assigned to each story point and my future plans.

**Meeting 8 - 3 February 2021**

In this meeting we discussed about the login and option screen which were updated based on the suggestions given by Dr Craig in the previous meeting. Dr Craig gave a suggestion in the meeting which is to change the text in the options page. Apart from that, we discussed about the key areas of the current timesheet template that need to be included in the online system and my future plans.

**Meeting 9 – 17 February 2021**

In this meeting we discussed about features that were implemented as part of sprint 1. Dr Craig was satisfied with the outcome. Apart from that, we discussed how to document the sprint review and my future plans.

**Meeting 10 – 3 March 2021**

In this meeting we discussed about features that were implemented as part of sprint 2. Dr Craig gave some suggestions to add a button that deletes records and change the visibility of the submit button. Apart from that, we discussed my future plans.

**Meeting 11 – 18 March 2021**

In this meeting we discussed about what should be mentioned in the final report regarding background and specification section. Apart from that, we discussed my future plans.

**Meeting 12 – 25 March 2021**

In this meeting we discussed about what should be mentioned in the final report regarding technology and user evaluation section. Apart from that, we discussed my future plans.

**Meeting 13 – 6 April 2021**

In this meeting we discussed about what should be mentioned in the final report regarding implementation section. Apart from that, we discussed my future plans.

**Meeting 14 – 13 April 2021**

In this meeting we discussed about what should be mentioned in the final report regarding conclusion and appraisal section. Apart from that, we discussed my future plans.

**Meeting 15 – 21 April 2021**

In this meeting we discussed about what should be mentioned in the final report regarding future work and the description of the final product section. Apart from that, we discussed about captions for images and my future plans.

**Meeting 16 – 26 April 2021**

In this meeting we discussed about the appendix, references and the submission of the final report.