# S1 Ranking's:

**1: Amish**

Reason: Amish's document storing module was well designed and clearly showed the documents available. There are a few concerns however namely the addition of AI and images for documents may complicate things and ultimately be an unused feature with questionable use for this specific program. The persona was well made and written specifically adapted for developers specifically. Although technological capability is a bit too specific and should be more general. In all the reason we choose to put him first is that we have decided to use his style going forward and overall, his entire submission is sound.

**2: Diogo**

Reason: Diogo's S1 submission was ranked in 2nd place. His mock-up stood out for its organisation, detail, and intuitiveness, showcasing a great understanding of user needs, particularly for software engineering roles. While the mock-up excels in functionality, a slight enhancement in aesthetics could further enrich the user experience. His user profile was notably comprehensive, reflecting a deep insight into the user's specific information and preferences. Overall, his work impressively balances technical nuances with user centric design, with room for slight visual improvements.

**3: Bhuvan**

Reason: Bhuvan's ranking reflects meticulous mock-up detailing, featuring insightful screenshots that vividly demonstrate the application's functionality. Clear explanations enhance understanding, complemented by a persona offering concise and valuable insights for seamless development. Adherence to S1 submission criteria is evident through well-documented Git commits and timesheets. A potential enhancement could involve incorporating a grid for improved day differentiation within the calendar aiding in readability/accessibility. Outstanding work overall.

**4: Daniel**

Reason: Daniel has been ranked in 4th place; they have completed the S1 submission to a standard that has sufficiently met the given criteria. As a group, we gave Daniel continuous feedback and suggestions for their mock-up until we collectively agreed that the designs for the Team Member page were satisfactory, unique, and complied with the standards of the mock-ups created by all other team members. Daniel has also created a substantially detailed persona that is relevant to their feature, correctly committed to git with no issues, and their timesheet shows a consistent display of ongoing time commitment and dedication to the project.

**5: Liliana**

Reason: Lilliana's S1 is ranked in 5th place. Sufficient mock-up screen shots are provided to understand the feature and it is mostly consistent with our other mock-ups. Better colour contrast in the mock-up would improve the aesthetics. Complete details of git commit in the README.md and the SSH setup is not shown. However, the persona is very detailed about the person's situation and reason they might use our web app, which increased the rank of this S1. The timesheet is detailed and consistent with that of other members. Overall, the team has agreed this S1 is sufficient for the project.

**6: George**

Reason: George's S1 submission was ranked at the lowest after group voting based on several criteria, such as the mock-up's level of quality and the detail on the persona. Firstly, George's mock-up simply does not look as good as other team members, however after being given this feedback he ensured that the final project would look better. His explanation of the mock-up however is quite detailed. Next, although the persona has a high level of detail, some of the items like "fear" in the motivations section are not quite as serious as other personas. The git connection and timesheet were both on par with other S1 submissions.

# Agreed, coherent project concept & personas & mock-ups:

## Description:

Our project concept is a type of Kanban board focused on agile methodology with integrated tools such as a calendar and a time tracker. To make the project more original, we have implemented gamification, where the team leaders can assign points to the tasks, and then upon completion of the task the team member who completed it will gain that number of points. These points will be displayed on each team member's page, as well as be shown on a leader board. The feature pages can be navigated between using a sidebar. For accessibility there will be both a dark mode and keyboard navigation.

## Goals:

- Obtain a comprehensive overview of project tasks, enabling clear tracking of progress and optimization of workflow to effectively utilize team members' time.
- Easily delegate tasks to team members and effortlessly identify who is working on each project or task, enhancing coordination and collaboration.
- Seamlessly input timesheets and measure each team member's productivity, including hours spent and tasks completed, ensuring efficient use of time and resources.
- Improve project planning by accurately projecting task timelines, aiding in better resource allocation and scheduling.
- Enhance the ease of documenting work done, promoting transparency and accountability throughout the project lifecycle.
- Centralize project tasks on a unified board, streamlining project execution and facilitating seamless communication and coordination among team members.

## Features:

- Kanban Board - Recognizing the challenges highlighted in our research, particularly the frustration expressed by senior software engineers with poor sprint planning and a lack of work transparency leading to misleading expectations, the Kanban Board serves as the central hub for team collaboration and project management. This powerful feature provides team members with a holistic view of the entire project, enabling them to track overall progress and monitor individual feature development. Essential components of the Kanban Board include robust deadline management and task completion tracking functionalities. Moreover, stringent security measures are in place to ensure that team members only access projects they are directly involved with, addressing concerns about data integrity. This feature is of paramount importance for our personas, offering them the tools needed to enhance project management, mitigate transparency issues, and provide a reliable platform for monitoring and steering the project in the right direction.

- Documentation - In response to user feedback, particularly from senior software engineers who expressed concerns about potential work getting lost, we've introduced a robust Documentation feature. This tool enables users to upload relevant documents related to their Kanban features. Upon entering the page, users are presented with a summary view of the documents available. Additionally, a user-friendly search page allows for efficient exploration, with options to search and feature documents prominently. This feature addresses the specific concern of potential loss of work and ensures seamless workflow by providing a centralized repository for project-related documentation. Beyond individual benefits, this feature fosters team collaboration by allowing members to understand features they may not have developed, promoting a more cohesive and informed working environment.

- Calendar - In response to the challenges identified through our research, particularly regarding the feelings of overwhelm expressed by software developers, we have introduced a Calendar feature to provide a centralized area for task management. The calendar page displays tasks and their deadlines for all team members, with the added flexibility of color-coded tags to distinguish different task categories. Users can select a date to open another page showcasing all tasks due on that specific day. This feature is especially important for software developers, offering a comprehensive overview of their tasks and deadlines in one central location. By providing a streamlined and organized approach, this tool enables users to keep track of their assignments and contributes to maintaining the overall momentum of project development.

- Time Tracker – This page addresses a significant finding from our research, where developers expressed feelings of unproductivity and tendencies to procrastinate. In response, we've introduced a comprehensive Time Tracker feature that includes task development trackers and focus timers to enhance team members' work habits. The added schedule select option automatically pauses the timer for breaks at predetermined times, promoting a healthy and structured work routine. This feature is particularly crucial for personas experiencing challenges in maintaining focus on their tasks, as it provides a systematic approach to time management. By leveraging the Time Tracker, users can enhance their productivity and work more efficiently, contributing to a more effective and satisfying work experience.

- Analytics Page - Through our comprehensive research on user personas, we've identified a common concern among junior software engineers: they often feel that the work they're doing isn't significantly contributing to the overall project. With projects ranging from large-scale initiatives to smaller feature developments, these engineers can feel demotivated by the perceived lack of impact. Our Analytics Page aims to address this by providing detailed statistics for team members, including task completion times, individual hours invested, and a leader board highlighting task points. Users can focus on specific projects, accessing tailored statistics for deeper insights, while also viewing overarching metrics. This functionality is particularly valuable for project managers, empowering them with actionable data to make informed decisions and bolster team motivation.

- Team Details - This feature addresses the challenges identified in our feedback, particularly from managers who expressed struggles in remembering team assignments and member roles. It facilitates easy access to specific team member details through a user-friendly interface. Upon opening this page, users encounter a search function equipped with filters, such as team, and sorting options for efficient navigation. Clicking on a team member opens their dedicated page, presenting a comprehensive view of their current tasks, previously completed work, total points earned, and the value of each completed task. This functionality is crucial for the team manager persona, providing a convenient way to monitor each team member's ongoing tasks. Additionally, other personas benefit from the ability to review past work, fostering a more transparent and collaborative team environment.

## Project Timeline

- **Submission 1** (Complete) (Due – 31/01/2024 (Week 3))
    - Mock-up of feature (Completed in week 2)
    - Persona (Completed in week 2)

- **Milestone 1** (Partially Complete) (Due – 07/02/2024 (Week 4))
    - S1 Ranking (Complete in week 3)
    - Coherent project concept & personas & mock-ups (Completed in week 4)
    - Meeting diary (Complete in week 4)
    - S2 task allocation & planning (Complete in week 3)

- **Submission 2** (To be Complete) (Due – 21/02/2024 (Week 6))
    - 2 Page tech report (To be Complete week 5)
    - Subset of UML (To be Complete week 5)
    - Kanban feature cards (To be Complete week 5)
    - Timesheets (To be Complete week 6)

- **Milestone 2** (To be Complete) (Due – 28/02/2024 (Week 7))
    - S2 Rankings (To be Complete week 6)
    - Walking Skeleton (To be Complete week 6)
    - Complete UML Diagram (To be Complete week 6)
    - GDPR policy & DPIA form (To be Complete week 6)
    - Meeting Diary (To be Complete week 7)
    - S3 task allocation (To be Complete week 7)

- **Submission 3** (To be Complete) (Due – 20/03/2024 (Week 10))
    - Full stack feature (To be Complete week 8)
    - Demo prep (To be Complete week 8)
    - Time sheets (To be Complete week 10)

- **Milestone 3** (To be Complete) (Due – 24/04/2024 (Week 11))
    - S3 ranking (To be Complete week 10)
    - Complete app (To be Complete week 10)
    - App demonstration (To be Complete week 10)
    - Accessibility demonstration (To be Complete week 10)
    - Team contribution report (To be Complete week 10)
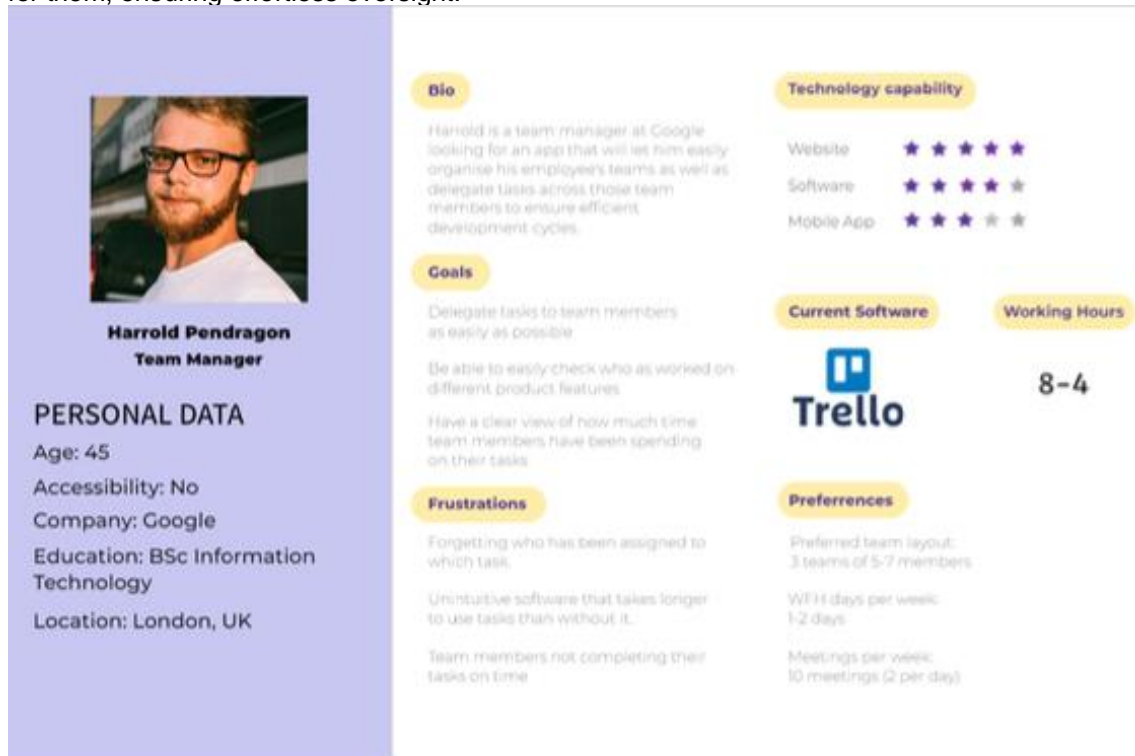    - Meeting diary (To be Complete week 11)

## Persona's & Mock-ups:

Diogo's Persona & Mock-up:

- This persona embodies users with administrative responsibilities seeking streamlined project and task management capabilities. They require intuitive tools to efficiently oversee projects and tasks, ensuring smooth coordination and effective resource allocation. The Kanban board serves as a vital asset, offering a user-friendly interface tailored to their needs, enabling seamless management of tasks, projects, and team members. With a focus on simplicity and effectiveness, this user persona relies on the Kanban board to facilitate their administrative tasks with ease.

## User Persona

**Alex Bennett**

**Gender : Male**

**Age : 30**

**Accessibility: No**

**Education : BSc in Computer Science, MEng Software Engineering (Common Degree for Software Engineer)**
**Occupation : Uber, Senior Staff Engineer**

**Location : San Francisco, California, USA**

**Working Hours : 6 days a week in office, with an option for two remote days (~40 hours Average)**

**Languages : Python, Java, JS, C, SQL, HTML (Average SE languages)**

**Personality : Organised, Open Minded, Self-motivated (Key personality traits from research)**

### Bio

In the heart of San Francisco's tech scene, Senior Staff Engineer Alex Bennett navigates a demanding role at Uber, grappling with tight deadlines and global collaborations. The relentless pace of innovation leaves him seeking efficient solutions to manage tasks and stay ahead in the industry. Struggling to balance work-life demands, Alex dreams of a tool that seamlessly integrates into his workflow, streamlining project management and enhancing collaboration.

### Goals

- Streamline project execution & management through centralised board of tasks
- Effective team collaboration alligning member strengths with tasks
- Data driven decisions on productivity such as number of hours of work completed

### Frustrations

- Adapting to rapidly changing requirements in projects
- Poor sprint planning/user stories leading to incomplete work or missed deadlines
- Lack of transparency of work done by colleagues misleading expectations
- Allocating members to multiple projects, overcommitting to certain projects/burnout of colleagues

### User Environment

Technology Proficiency ★★★★★

**Devices**
- Organization Desktop (Office)
- Personal Laptop (Remote)
- Personal Phone (Office & Remote)

**Platforms (Common Industry Software)**
- Git (GitHub/GitLab)
- Intellij
- Trello
- JUnit

### Preferences

- Code Review (76% find it valuable) ★★★★☆
- Research (not an integral part these days as there are analysts) ★★☆☆☆
- Meetings (Average weekly meetings is 10) ★★★★★
- Troubleshooting & debugging ★★★★☆
- Project management ★★★★★

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- This feature presents a comprehensive mock-up of the Kanban board, offering team members all essential information required to efficiently manage and complete their tasks. It empowers individuals to oversee their own tasks, while also providing visibility into others' assignments and progress. Managers wield the ability to assign or reassign team members to tasks, adjust task statuses by moving them across columns, and facilitate seamless task creation or deletion. In essence, this feature serves as a centralized hub for task management, fostering collaboration and ensuring tasks are handled effectively.

Daniel's Persona & Mock-up:

- This individual embodies the typical user of the team details feature, typically holding an administrative position like a team manager. This functionality streamlines management tasks for them, ensuring effortless oversight.



- Explore the team details feature, enabling seamless management of team members and a comprehensive view of their assigned tasks. Gain insights into allocated tasks, timeframes, and past assignments with ease.
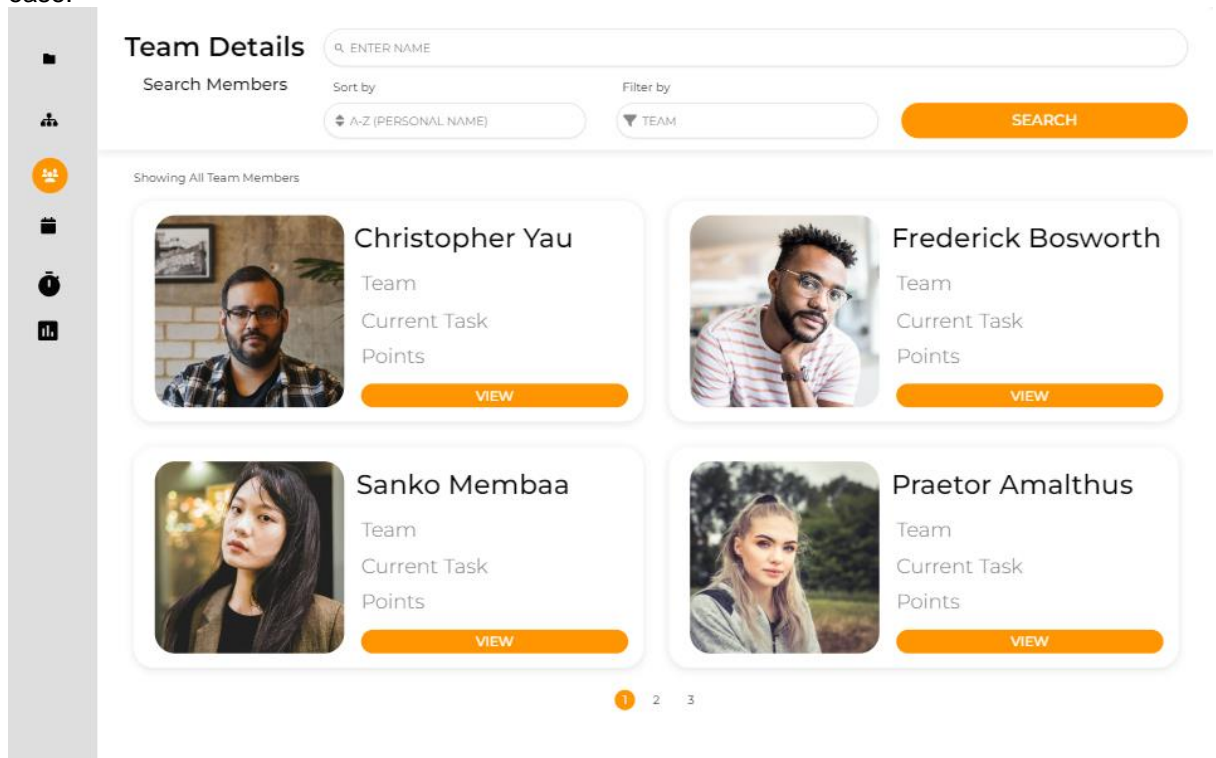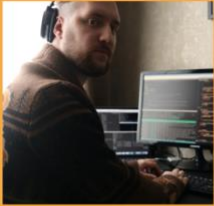
Amish's Persona & Mock-Up:

- This persona exemplifies the individuals who will benefit from the documentations feature, providing them with a centralized platform to access and oversee everyone's work. This functionality facilitates efficient work management and regulation.



**Dzmitry Drudov**

**Senior Software Engineer**

Age: 39

Accessibility: No

Company: Microsoft

Seniority: Level VI

Education: Bsc Computer Science

Location: Redmond, Washington, USA

Personality: Organised

**Bio**

Dzmitry is the average age of a software engineer and has to oversee a team of engineers. He wants to ensure his team is as productive as they can be therefore he is seeking out agile management software. New engineers on his team found it difficult to adopt to other software on the market so he is seeking a platform that is easier to adopt.

**Goals**

Make sure he fulfills his role as a manger

Get junior engineers up to speed with agile

Measure team productivity through metrics like the number of tasks completed

**Frustrations**

Overcomplicated software

Unaesthetic software

Endless bugs

Losing track of workflow

**Technology capability**

| | |
|---|---|
| C++ | ★ ★ ★ ★ ☆ |
| Java | ★ ★ ★ ★ ★ |
| Ruby | ★ ★ ★ ★ ★ |

**Favorite IDE**     **Working Hours**

IJ     9-5

**Preferrences**

Preferred team size: 6-8 people

Preferred sprint length: 2 weeks

WFH days per week: 3-4 days

Meetings per week: 5-10 meetings

- Explore the documentation feature, allowing you to effortlessly upload your work and conveniently search through all documents within the system.

**AgileDocs**   Search                                                                              Upload

←

**Search Documents**

Keyword
🔍 Enter keywords

Sort by
⇳ Most Recent to Least

Filter by
▽ Document type

Results
▤ Showing 10 of 50

View All

Showing 10 of 50 results for: 'keyword'
**Document Details**

Document Title                                    Date Uploaded    Date
Author            Team
Document Type

Document Size
Tag1, Tag2, Tag3

Download    Share                                              View

Document Title                                    Date Uploaded    Date
Author            Team
Document Type

Document Size

Download    Share                                              View

AgileDocs - Sprint 1                              Date Uploaded    Date
Author            Team
Document Type

Document size

Download    Share                                              View

1   2   3   4   5

Search documents, summaries, and updates                    🔍

Documents

AgileDocs   AgileDocs User   AgileDocs FAQ   AgileDocs   AgileDocs   AgileDocs Best   AgileDocs API   AgileDocs

AgileDocs Teams

View All    Upload    Manage

**AI Query**

Input text

Generate

Upload File

Bhuvan's Persona & Mock-Up:
- This persona typifies individuals who will utilize the calendar feature, particularly software developers with numerous impending tasks. Whether in an administrative role or directly involved in development, they rely on the calendar feature to stay organized and up-to-date

with their deadlines and schedules.



- Explore the calendar feature, where all tasks are conveniently displayed on their due dates. Further details about a specific task can be accessed by simply clicking on it, providing a comprehensive view and additional information for effective task management.

## Calendar View 1

**Menu** ☰

🔍 Search

**Tasks**
» Upcoming `12`
≣ Today `3`

**Tasks of members**
▸ All Teams `23`
▾ Team 1 `15`
  Paul `5`
  Shannon `7`
  Azir `6`
  Clyde `8`
  ＋ Add New Member
▸ Team 2 `8`
＋ Add New Group

**Tags**
`Tag 1` `Tag 2` `＋ Add Tag`

⚙ Settings
⤶ Sign out

# March 2024

‹ ›

`Week` `Month`

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|---|---|---|---|---|---|---|
| 01 | 02 | 03 | 04 | 05 | 06 |
| Task 3(Due 15:30) | | Task 4(Due 13:00) | | | |
| 07 | 08 | 09 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| | | | Task 9(Due 12:00) | | | Task 10(Due 8:00) / Task 11(Due 19:00) |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| | Task 12(Due 16:30) | | | Task 15(Due 13:30) | | |
| 28 | 29 | 30 | 31 | | | |

## Calendar View 2

**Menu** ☰

🔍 Search

**Tasks**
» Upcoming `12`
≣ Today `5`

**Tasks of members**
▸ All Teams `28`
▾ Team 1 `20`
  Paul `5`
  Shannon `7`
  Azir `6`
  Clyde `8`
  ＋ Add New Member
▸ Team 2 `8`
＋ Add New Group

**Tags**
`Tag 1` `Tag 2` `＋ Add Tag`

⚙ Settings
⤶ Sign out

# March 2024

`Add Task`

`Month` › **Tuesday, 1st**

**Task 1(Due 20:00)** `Tag 1` ⋮
by Paul, Azir

**Task 2(Due 19:00)** ⋮
by Paul, Clyde

**Task 3(Due15:30)** `Tag 2` ⋮
by Shannon, Clyde, Azir
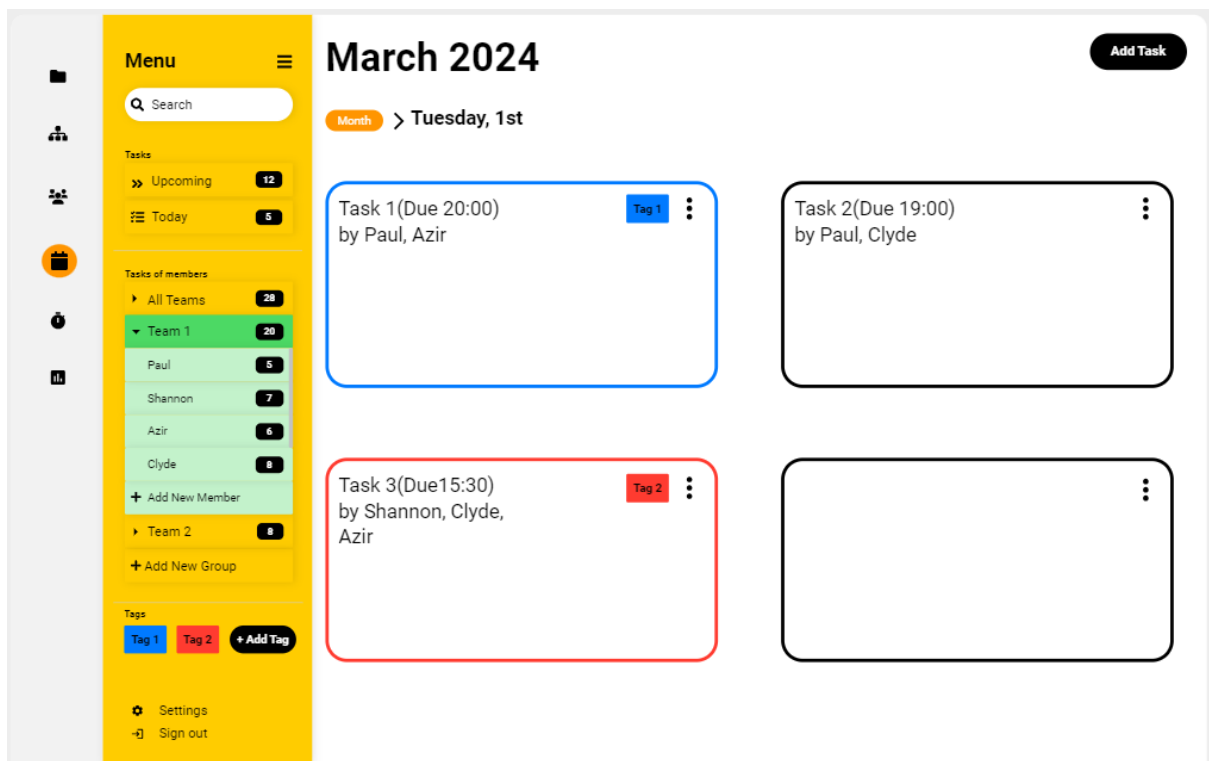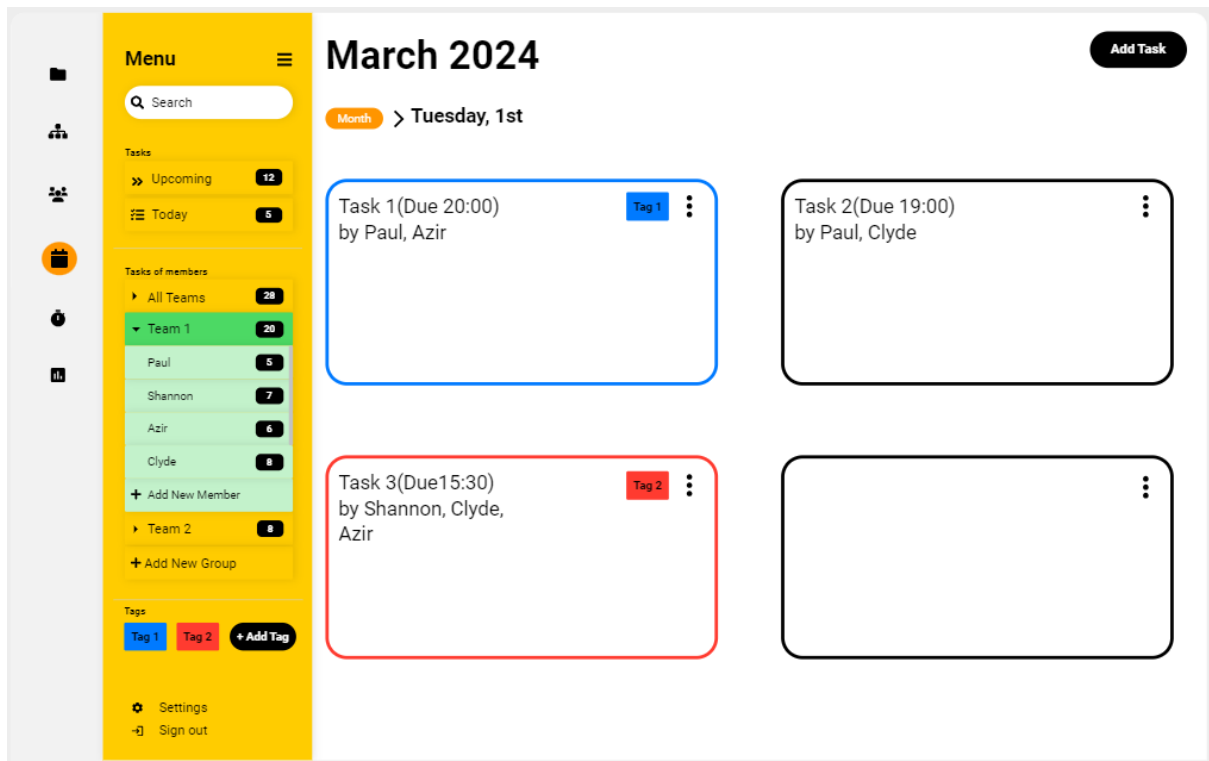
George's Persona & Mock-Up
- This persona embodies individuals, like software engineers, who seek to enhance their productivity and maintain focus on their work. They leverage the timer feature as a tool to stay organized, manage their time efficiently, and uphold high levels of productivity.

**USER PERSONA**

# ALEX CHEN

Gender : Male
Age : 22
Education : Graduate degree
Occupation : junior Software developer
Address : London UK

**BIOGRAPHY**

after graduating from uni alex chen searched around for a job and found one at genri'co a software company making bespoke software for other companies in london. He spent his first year as a junior developer working on automated tests and then moving on to tasks more surrounding production. Recently he has been given the option to work from home after a policy change at work.

**MOTIVATIONS**

seeking status
seeking wealth
fear
having more time to himself

**GOALS**

get more work done at home

work efficiently

keep to schedules

log time as is company policy

**FRUSTRATIONS**

procrastination

doing things that are not productive

organizing with people

keeping track of how long he has worked

**ENVIROMENTAL CONSIDERATIONS**

as company policy has changed alex has began to work at home. This may be challenging to him as home comes with a myriad of distractions and the lack of social expectation to work. This may also mean when he's not working he is away from the computer. He uses a laptop provided by work and uses it's keyboard along with an additional mouse however when on the go he often doesn't bring his mouse instead relaying on the trackpad.

**TECHNOLOGY**

as a software developer alex had to use many difficult to use software as software development is an industry where even lacking a basic GUI is often the norm. he is familiar with social media and mobile apps to a degree similar to the general population

**BRANDS**

- Here's a preview of the timer feature mock-up, allowing users to set multiple timers for various tasks. Additionally, it includes a user-friendly tutorial to guide users through its functionalities.

## schedule setup  ?

all time in minuets
to delete time unit set time to 0

### schedule 1:

work: [    ]  break: [    ]  ↺  ✕

### schedule 2:

work: [    ]  break: [    ]  ↺  ✕

+

---

## schedule setup tutorial

a schedule is a tool in the work tracker to help you keep track of when to work and when to have a break by automatically pausing and unpausing the timer and sending notifications.

to setup a schedule you create sequence of blocks each block representing a period of time written on the block. once you have made your schedule you must then add a terminating block of either repeat or terminate (that pauses the timer until you unpause it manually.)

### example 1

work: [ 60 ]  break: [ 10 ]  ↺  ✕

 meaning: work 60 minuets, have a break for 10 minuets and repeat

### example 2

work: [ 120 ]  break: [ 10 ]  ▶| ✕

meaning: work 120 minuets then have a break for 10 minuets then end (pause indefinitely)

## timer - task 1

00:00

pause

schedule select

[ ▼ ]

back

(closing this webpage will stop the timer to go back click on back to open in another tab)

Liliana's Persona & Mock-Up:
- This user archetype typically holds an administrative role, leveraging the analytics feature to enhance team selection and optimize task allocation. By utilizing analytics insights, they can make informed decisions to improve team dynamics and efficiency in task distribution.

**Stephanie Mitchell**

**Age:** 32
**Job Title:** Project Manager
**Location:** Sheffield, UK
**Education:** BSc Computer Science (Hons) with a Year in Industry
**Accessibility:** N/A
**Personality:** Detail-oriented, analytical, goal-driven, team-oriented

**Bio:**
Stephanie is an experienced project manager working at a tech startup in Sheffield. With a background in software development, Stephanie is passionate about using Agile methodologies to streamline workflow in her projects. While managing mutiple projects simultaneously, Stephanie is responsible for ensuring the team's productivity, meeting deadlines, and delivering high-quality products.

**Goals:**
- Improve Project Planning: making accurate time predictions and optimising resource allocation
- Increase Team Productivity: identifying and addressing bottlenecks in development process
- Ensure Timely Deliverables: closely monitoring project progress, making data-driven decisions

**Frustrations:**
- Lack of real-time visibility of progress and individual team member productivity
- Inaccurate time estimates
- Difficultly in indentifying project data trends

**Technology Capabilities:**
- Proficient in using project management tools
- Comfortable with data analytics interfaces
- Familiar with using data analysis to derive insights for decision-making

**Favourite Language & IDE's:**

**Preferences:**
- User-friendly interfaces that provide a quick and clear overview of project analytics
- Customisation - values the ability to customise parameters to focus on specific analytics such as individual projects, time frames, team members
- Appreciates real-time updates and notifications to stay informed on critcal events and potential issues

- Here's a glimpse of the analytics feature mock-up, offering detailed insights into individual tasks, team members, and teams. Users can access various metrics such as task completion performance and productivity, enabling informed decision-making and performance
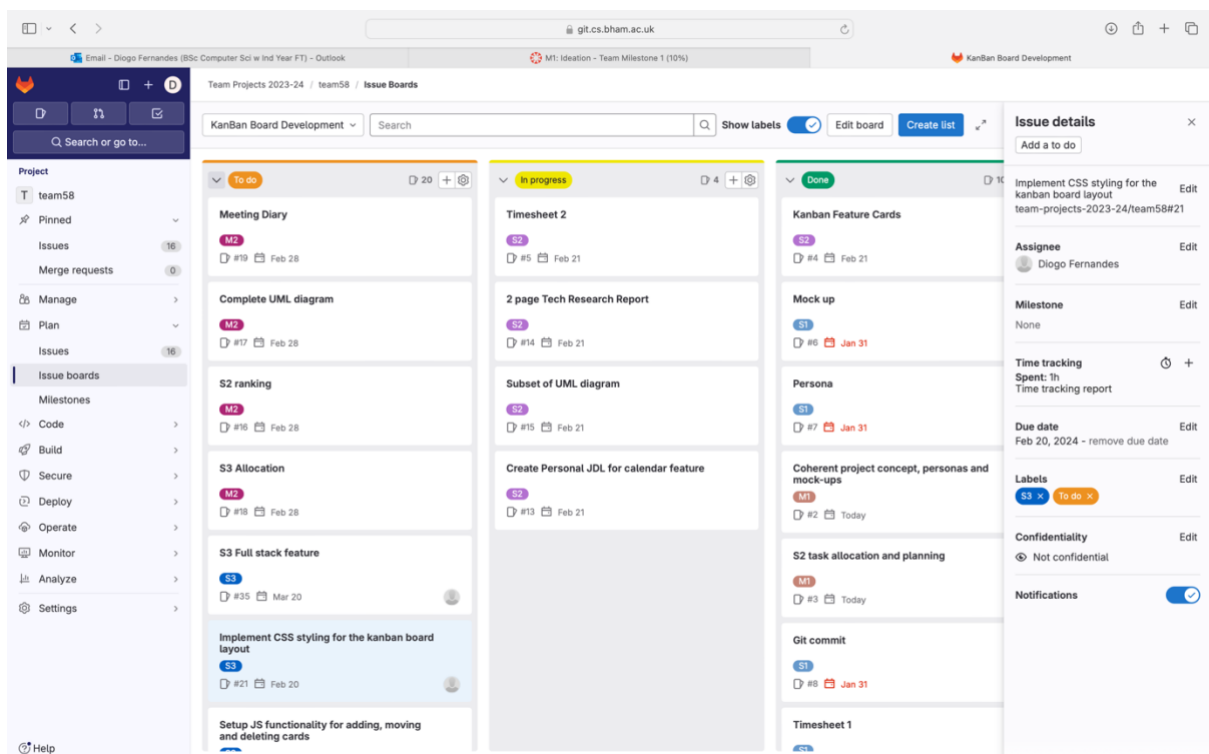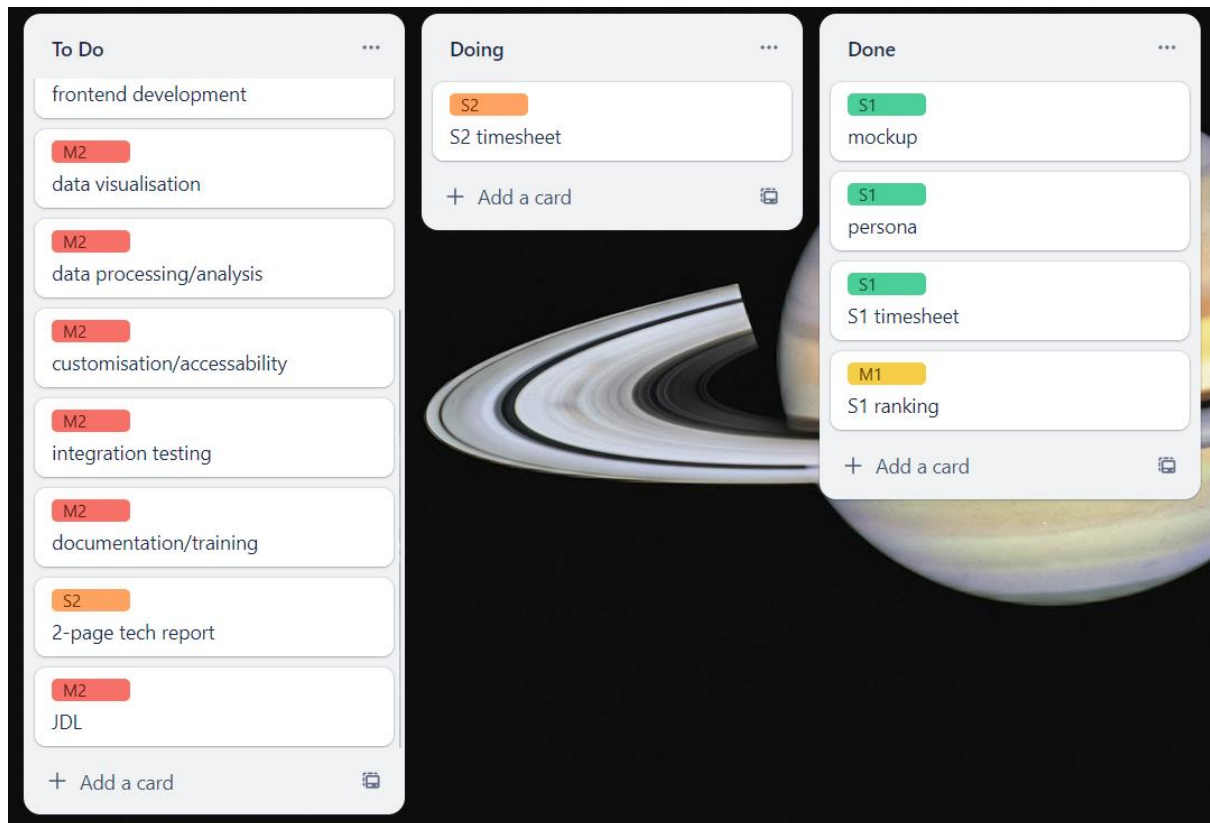
optimization.
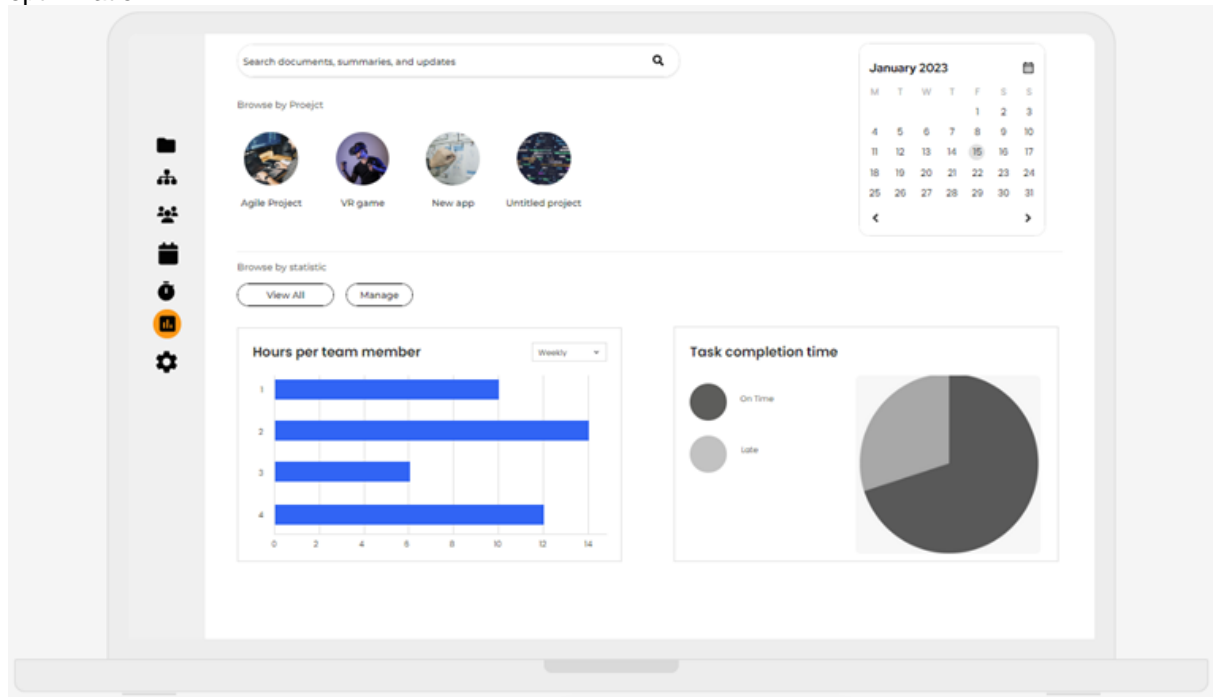


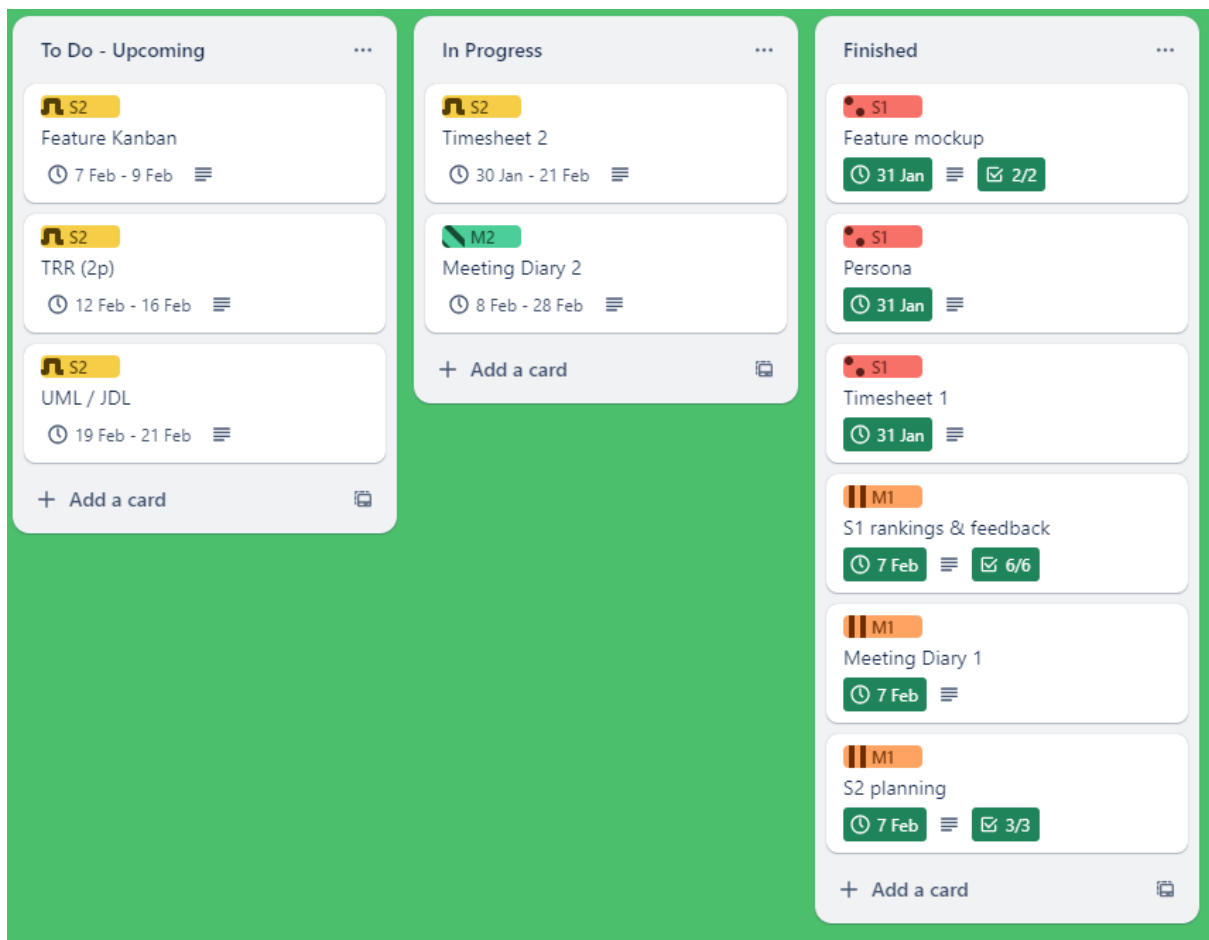# S2 task allocation & planning:

Diogo's Kanban board:

- Further details about each task is included in the card details

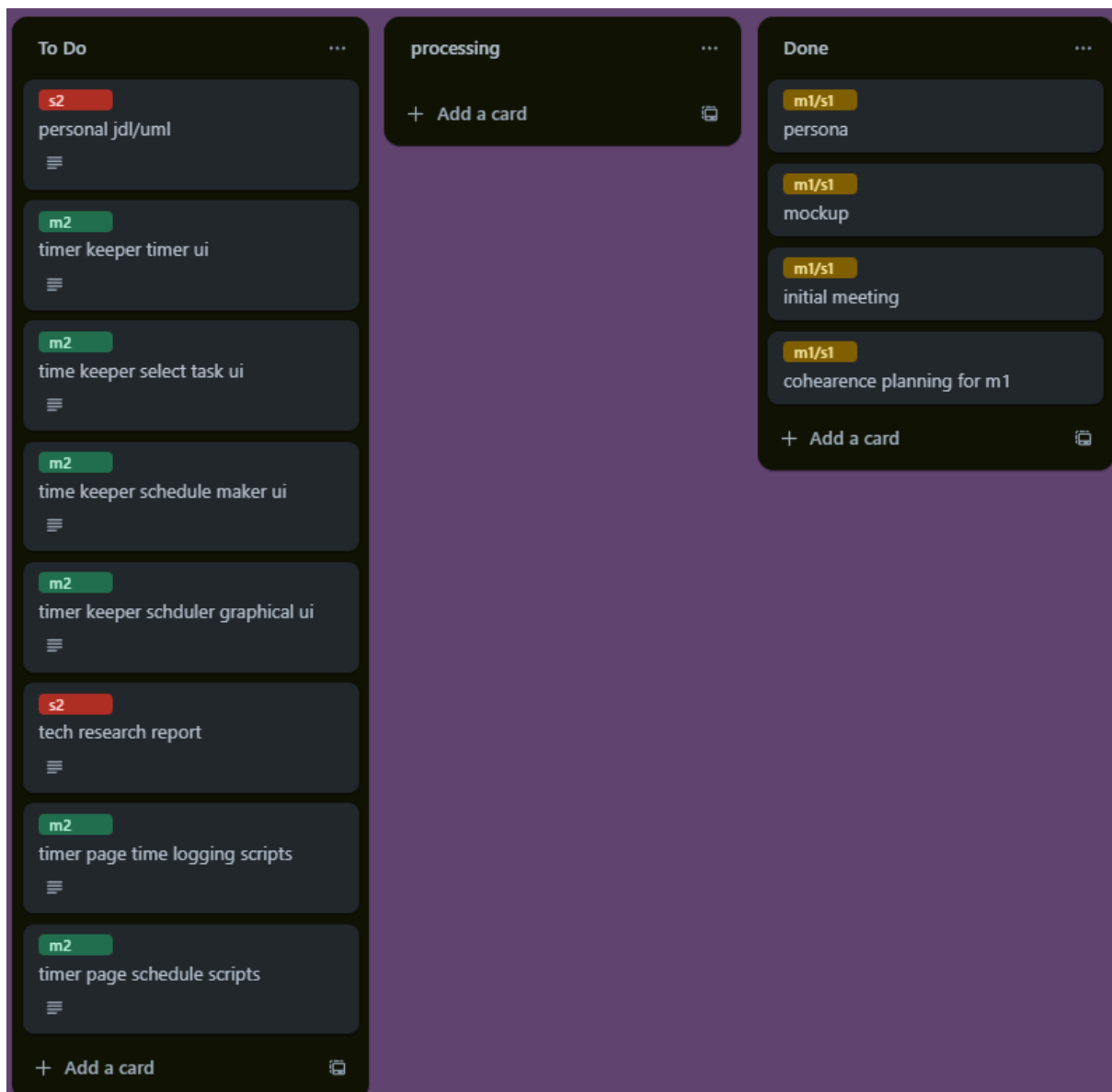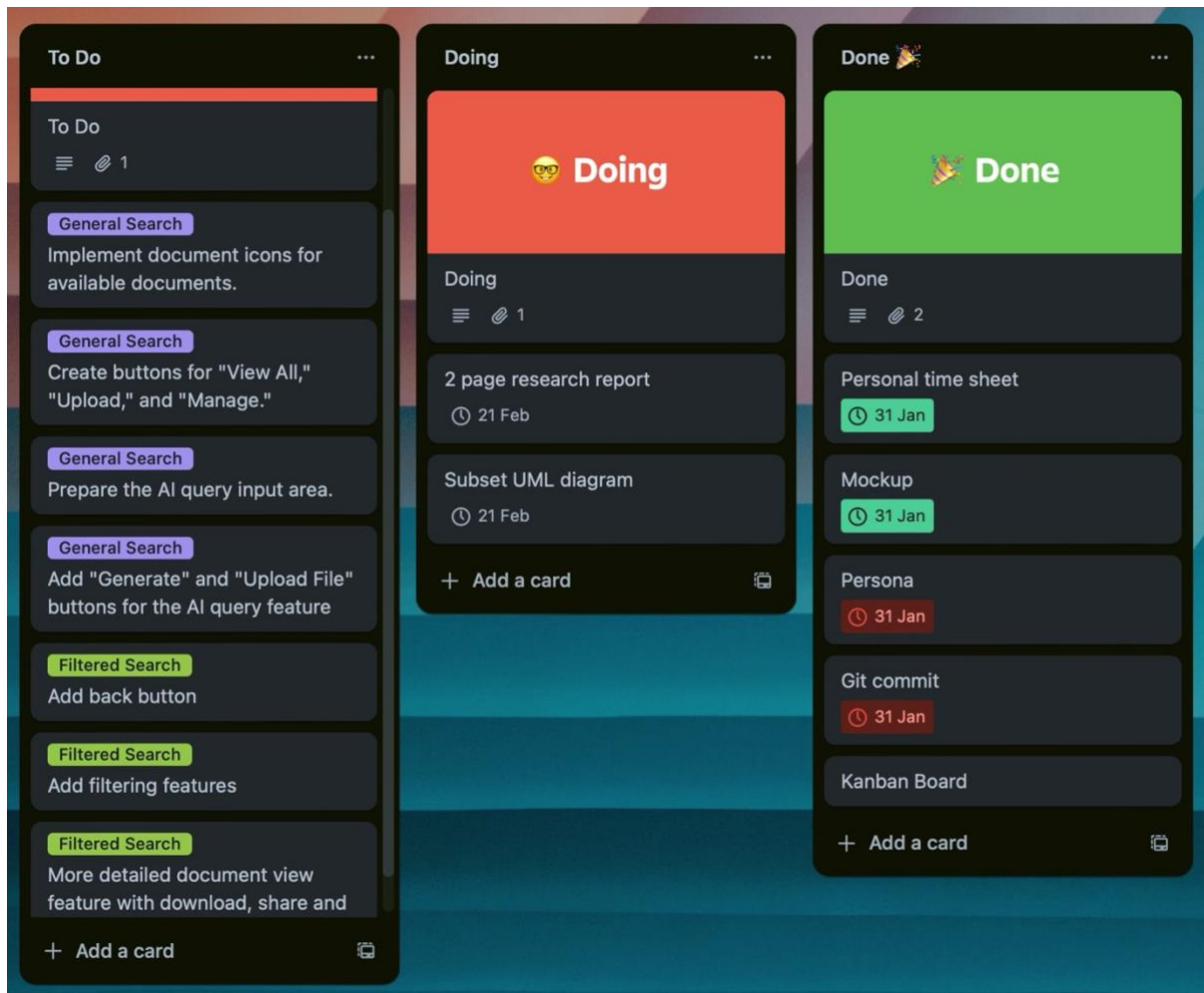Liliana's Kanban board:



Daniel's Kanban board:

George's Kanban board:

## To Do

**s2**
personal jdl/uml

**m2**
timer keeper timer ui

**m2**
time keeper select task ui

**m2**
time keeper schedule maker ui

**m2**
timer keeper schduler graphical ui

**s2**
tech research report

**m2**
timer page time logging scripts

**m2**
timer page schedule scripts

+ Add a card

## processing

+ Add a card

## Done

**m1/s1**
persona

**m1/s1**
mockup

**m1/s1**
initial meeting

**m1/s1**
cohearence planning for m1

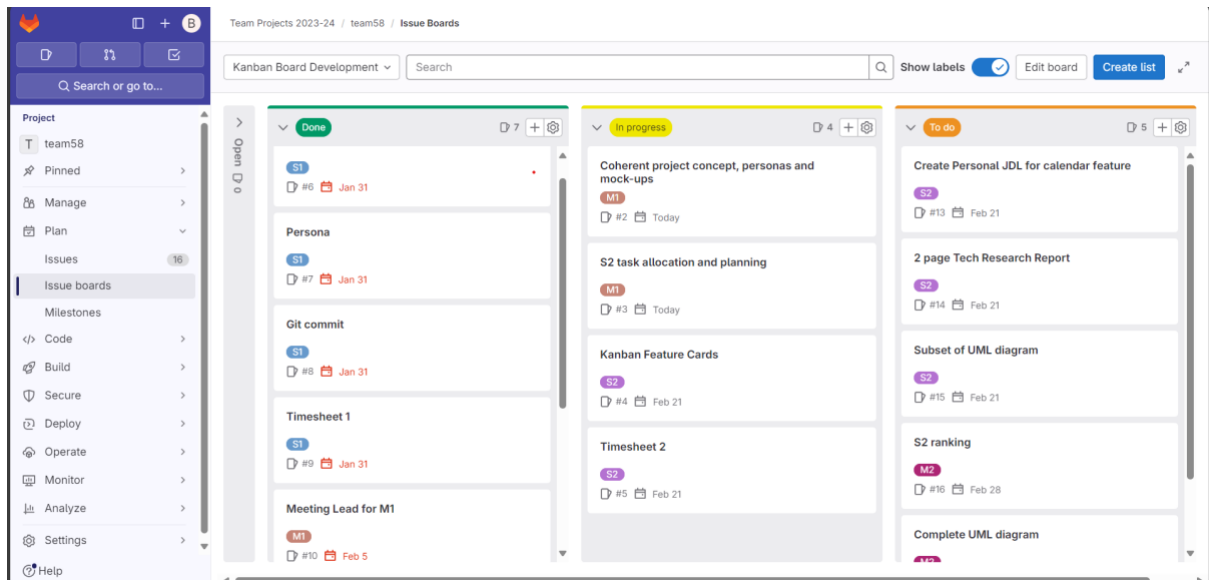+ Add a card

Amish's Kanban board:

Bhuvan's Kanban board:

## Meeting diaries:

All meeting diaries have been completed for all team and tutor meetings, including all team members attending the meetings, work set for the next meeting and work completed from the previous meeting. A link to the OneDrive where all the meeting diaries can be accessed is linked below, along with a screenshot of all the meeting diaries.

Link to the OneDrive: https://bham-my.sharepoint.com/personal/dxf243_student_bham_ac_uk/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fdxf243%5Fstudent%5Fbham%5Fac%5Fuk%2FDocuments%2FTimesheets&view=0

| Meeting Minutes for Meeting number: 120 | | | |
|---|---|---|---|
| Date | 22/01/2024 | Location | Computer Science Building atrium |
| Meeting type | In Person | Ext. attendees | N/A |
| Team attendees | George bell<br>Lilliana Etheridge<br>Diogo Fernandes<br>Daniel Lawson<br>Bhuvan Praveen Kumar<br>Amish Tailor<br>(Everyone) | Apologies | |
| Meeting lead | Diogo | Note taker | George |
| Agenda items | Idea sharing<br><br>idea choosing<br><br>vertical slice choosing<br><br>vertical slice assignement<br><br>management | Update on actions | n/a (no actions are currently there) |
| Actions & Owner | All – wait for tutor meeting | | |
| Time sheets signed off / feedback | No time sheets yet | | |
| Next meeting date/time/location | Zoom<br>23.01.2024 | Next meeting lead/note taker | Leader - Daniel lawson<br>Note taker - Diogo Fernandes |

| Meeting Minutes for Meeting number: 30 | | | |
|---|---|---|---|
| Date | 23/01/24 | Location | Teams |
| Meeting type | Tutor | Ext. attendees | George |
| Team attendees | 5 | Apologies | Technical difficulty George |
| Meeting lead | Daniel/Tutor | Note taker | Diogo |
| Agenda items | - Feedback on our idea<br>- Couple queries about the project ie. timesheets | Update on actions | - Everyone's features were established<br>- We all committed to the Git<br>- We all developed our Mockups<br>- We all developed our personas |
| Actions & Owner | - Need to ALL think about differentiating features (Everyone) ie. Accessibility<br>- Developing task completion leaderboard (Lilliana)<br>- Complete the Meeting diary correctly (Diogo)<br>- Complete the time sheets (Everyone) | | |
| Time sheets signed off / feedback | All time sheets are to be signed off at the end of the week by Diogo before the S1 submission | | |
| Next meeting date/time/location | 29/01/24 - Computer Science Building | Next meeting lead/note taker | Lead – Amish<br>Note Taker - Daniel |

| Meeting Minutes for Meeting number: 120 | | | |
|---|---|---|---|
| Date | 29/01/24 | Location | Computer science building ground floor |
| Meeting type | regular | Ext. attendees | N//A |
| Team attendees | George bell<br>Lilliana Etheridge<br>Diogo Fernandes<br>Daniel Lawson<br>Bhuvan Praveen Kumar<br>Amish Tailor<br>(Everyone) | Apologies | |
| Meeting lead | Amish | Note taker | Daniel |
| Agenda items | Discuss keeping designs coherent<br><br>Submission of S1<br><br>Everyone to add time sheets to the OneDrive | Update on actions | Currently all work is individual but it would seem all have completed there persona and mock-up ready for s1 |
| Actions & Owner | Right now currently nothing is being done as team work however this is likely to change as we begin working on m1<br><br>George bell discussed working in person tougher when s2 comes around for the JDL setup and other items that cover everyone's work. | | |
| Time sheets signed off / feedback | Diogo signed off the time sheets and we found all personas and mock-ups to be satisfactory | | |
| Next meeting date/time/location | Teams Tutor meeting<br>31/01/24 | Next meeting lead/note taker | Lead - Liliana<br>Note taker - Amish |

| Meeting Minutes for Meeting number: 30 | | | |
|---|---|---|---|
| Date | 31/01/24 | Location | Teams |
| Meeting type | Tutor | Ext. attendees | N/A |
| Team attendees | 6 | Apologies | |
| Meeting lead | Liliana/Tutor | Note taker | Amish |
| Agenda items | - Questions on S1 Submissions<br>- Future M1 query submission | Update on actions | - All S1 submission are coherent<br>- All mock-ups and personas are up to scratch<br>- All time sheets are added to the OneDrive |
| Actions & Owner | - Diogo to complete the S1 submission<br>- Everyone to begin to look at each others work ahead of next meeting's M1 ranking<br>- Everyone to begin work on M1 criteria<br>- George and Diogo to add all meeting diaries to the OneDrive | | |
| Time sheets signed off / feedback | Time Sheets will be reviewed once they have all been submitted on the shared OneDrive, however, all work has been reviewed in the meeting and has been satisfactory in preparation for M1 and looks satisfactory. | | |
| Next meeting date/time/location | In person- Computer Science Building - 05/02/24 | Next meeting lead/note taker | Lead – Bhuvan<br>Note Taker - Liliana |

| Meeting Minutes for Meeting number: | | | |
|---|---|---|---|
| Date | 05/02/24 | Location | Computer Science Building |
| Meeting type | Regular | Ext. attendees | N/A |
| Team attendees | 6 (Everyone) | Apologies | N/A |
| Meeting lead | Bhuvan | Note taker | Liliana |
| Agenda items | - M1 Submission document<br>- S1 Ranking's<br>- Coherent Persona's and mock-ups<br>- Well defined key features and feasibility<br>- Complete the KanBan board for task allocation & planning | Update on actions | - All individual work is complete and up to scratch so far<br>- Further work to complete is all individual |
| Actions & Owner | - Diogo to complete the M1 word document with the S1 Ranking, Kanban screenshot & meeting diaries<br>- Everyone to complete their section of the Kanban board for the task allocation & planning section<br>- Daniel to complete the description of the concept | | |
| Time sheets signed off / feedback | Time Sheets will be reviewed once they have all been submitted on the shared OneDrive before the next S2 submission. | | |
| Next meeting date/time/location | 06/02/24 – Teams tutor meeting | Next meeting lead/note taker | Lead – George<br>Note Taker - Bhuvan |

| Meeting Minutes for Meeting number: 30 | | | |
|---|---|---|---|
| Date | 06/02/24 | Location | Computer Science Building - 226 |
| Meeting type | Tutor | Ext. attendees | N/A |
| Team attendees | 6 (Everyone) | Apologies | N/A |
| Meeting lead | Bhuvan | Note taker | Liliana |
| Agenda items | - M1 Submission document<br>- Complete the KanBan board for task allocation & planning | Update on actions | - Further work to complete is all individual<br>- Daniel complete the description of the application |
| Actions & Owner | - Diogo to complete the M1 word document with the S1 Ranking, Kanban screenshot & meeting diaries<br>- Everyone to complete their section of the Kanban board for the task allocation & planning section | | |
| Time sheets signed off / feedback | Time Sheets will be reviewed once they have all been submitted on the shared OneDrive before the next S2 submission. | | |
| Next meeting date/time/location | 12/02/24 – Computer Science building | Next meeting lead/note taker | Lead – George<br>Note Taker - Bhuvan |