# **Meeting Minutes**

## Week 2 – Client Meeting

Meeting Time: 01:00pm on 13th Mar 2020

Meeting Location: 4.31 IW

Attendees: Dr. Cheryl, Han, Neha, Sun

Meeting Items:

* Introduced to each other.
* Dr. Cheryl introduced the general requirement of the project: Build up a new content type of H5P named Parsons Puzzle, which can be implemented in Canvas.  
  Three kinds of tasks need to be done:   
  1. Research – Look through the studies of Parsons Puzzle. Learn how Parsons Puzzles efficiently help students to learn programming.  
  2. Design – Design a new Parsons Puzzle H5P content type with sufficient functions to improvement both instructors and students’ performance.  
  3. Implement – Implement Parsons Puzzle in H5P content type and integrate it into Canvas.
* Setting the next meeting time.

## Week 2 – Group Meeting

Meeting Time: 01:30pm on 13th Mar 2020

Meeting Location: L4 IW

Attendees: Jessica, Neha, Sun

Duration: 15 mins

Meeting Items:

* Allocated roles:  
  Neha: Management and Design  
  Han: Developer  
  Sun: Research

## Week 3 – Client Meeting

Meeting Time: Online meeting at 12:30pm on Wed, 18th Mar 2020

Attendees: Dr. Cheryl, Han, Neha, Sun, John from LEI team

Duration: 1h

Meeting Items:

* Dr. Cheryl introduced LEI team and the project team to each other.
* The team brought up some technical questions related to the connection H5P and Canvas.  
  1) Which host platform should be chosen? Drupal or WordPress.  
  2) Canvas account authority.  
  3) The right person to ask if we get any technical issues.
* Things to do:  
  1) Dr. Cheryl: email the Canvas supporting team to get the test platform authorised account, any suggestion related to H5P environment setting up like use WordPress or Drupal. – early in next week  
  2) The project team: send Dr. Cheryl the draft of pitch presentation – 19th morning

## Week 3 – Group Meeting

Meeting Time: Online meeting at 12:30pm on Thur, 19th Mar 2020

Attendees: Han, Neha, Sun

Duration: 3h

Meeting Items:

* Discuss the ppt of pitch presentation.
* Brainstorming the roadmap of this project.
* Email the supervisor the questions about the expected deliveries and extensions, in addition to the draft ppt.

## Week 3 – Group Meeting

Meeting Time: Online meeting at 13:30pm on Fri, 20th Mar 2020

Attendees: Han, Neha, Sun

Duration: 3h

Meeting Items:

* Discuss the modification of pitch ppt

## Week 4 – Group Meeting

Meeting Time: Online meeting at 18:00pm on Fri, 20th Mar 2020

Attendees: Han, Neha, Sun

Duration: 2h

Meeting Items:

* Discuss the allocation of pitch ppt:  
  Neha: Introduction. What is Parsons Puzzle. Why is Parsons Puzzle – Part 1.

Sun: Why is Parsons Puzzle.

Han: How to implement Parsons Puzzle into MyUni.

## Week 5 – Group Meeting

Meeting Time: Online meeting at 14:00pm on Fri, 3th Apr 2020

Attendees: Han, Neha, Sun

Duration: 2h

Meeting Items:

* Discuss the deliveries for Milestone 1:  
  1. Designing and implementation of customised H5P of one type of Parsons puzzle.  
  2. Implementing simple functions of one type of Parsons puzzle.

## Week 5 – Group Meeting

Meeting Time: Online meeting at 10:00pm on Sun, 5th Apr 2020

Attendees: Han, Neha, Sun

Duration: 2h

Meeting Items:

* Discuss the sessions of the business plan.
* Reset the roles of team members:  
  Jialun Han: Developer  
  Neha: Project Manager  
  Sun: Quality and Design Analyst

## Week 6 – Group Meeting

Meeting Time: Online meeting at 14:00pm on Mon, 6th Apr 2020

Attendees: Han, Neha, Sun

Duration: 2

Meeting Items:

* Reflect the process of the project:   
  1. Tried several approaches to set Drupal environment for H5P.  
  2. Tried H5P new content type example.
* Summarize the issues
* Email the supervisor about the concerns: The expected deliveries of the final.

## Week 6 – Client Meeting

Meeting Time: Online meeting at 15:00pm on Tue, 7th Apr 2020

Attendees: Dr. Cheryl, Han, Neha, Sun

Duration: 30mins

Meeting Items:

* Team report the progress:  
  1. We chose Drupal as host platform for H5P. We’re working on figuring out how to implement a new content type of H5P.  
  2. We found that customized content type cannot be uploaded into H5P.org which means, the new Parsons Puzzle type need to be embedded into Canvas. Embed approach limits some function. We need Uni’s Canvas authority account to test.  
  3. We failed to install Canvas from GitHub.
* Cheryl answered team’s question about the specific requirements:  
  1. The final goal of this project is not about the implementation of Parsons Puzzle. It’s more about the exploration of the integration among H5P content type, Drupal and Canvas. Any exploration would be credited.  
  2. We could discuss about the different levels of complexities and limitations of Parsons Puzzle, and design a prototype based on that.   
  3. We could design different types of Parsons Puzzle.

## Week 6 – Group Meeting

Meeting Time: Online meeting at 15:30pm on Tue, 7th Apr 2020

Attendees: Han, Neha, Sun

Duration: 30mins

Meeting Items:

* Discussed the handing report format and content: Focus on individual progress, the ongoing, and the challenges.

## Week 7 – Group Meeting

Meeting Time: Online meeting at 13:30pm on Mon, 27th Apr 2020

Attendees: Han, Neha, Sun

Duration: 30mins

Meeting Items:

* Communicated with each other about the progress.
* Discussed the content of the Milestone 1 report.
* Discussed the management issues of the project.
* Specified the remaining tasks to be done for milestone 1.