# **Meeting Minutes**

## Week 2 – Client Meeting

Agenda: Introduce ourselves to the supervisor and discuss about the project details

Meeting Time: 01:00pm on Friday, 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

Agenda: Introduce ourselves to each other. Decide and assign the roles and responsibilities of everyone in the project.

Meeting Time: 01:30pm on Friday, 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

Agenda: Introduce ourselves to the LEI team and discuss about the integration of H5P into Drupal.

Meeting Time: Online meeting at 12:30pm on Wednesday, 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

Agenda: Discuss about the content of the pitch presentation and draft mail to the supervisor for finalising the expected deliveries of first milestone.

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

Attendees: Han, Neha, Sun

Duration: 3 hours

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

Agenda: Modify the pitch presentation.

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

Attendees: Han, Neha, Sun

Duration: 3 hours

Meeting Items:

* Discuss the modification of pitch ppt(the grammatical mistakes, adding more content to the Integration part of H5P into Drupal)

## Week 4 – Group Meeting

Agenda: Allocation of individual parts for presentation of the pitch.

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

Attendees: Han, Neha, Sun

Duration: 2h

Meeting Items:

* Discuss the allocation, and choosing our parts for the delivery of presentation of pitch:  
  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

Agenda: Update about the progress and finalising the deliverables for first milestone.

Meeting Time: Online meeting at 14:00pm on Friday, 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

Agenda: Discuss the content of the business plan and reshuffling the roles.

Meeting Time: Online meeting at 10:00pm on Sunday, 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

Agenda: Update about the progress and finalising the deliverables for first milestone.

Meeting Time: Online meeting at 14:00pm on Monday, 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

Agenda: Update about the progress and finalising the deliverables for first milestone.

Meeting Time: Online meeting at 15:00pm on Tuesday, 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

Agenda: Discuss about the content and format of summary of individual work till week 6 to be sent to the supervisor

Meeting Time: Online meeting at 15:30pm on Tuesday, 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

Agenda: Update about the progress and finalising the deliverables for first milestone

Meeting Time: Online meeting at 13:30pm on Monday, 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.

## Week 8 – Group Meeting

Agenda: Finalise the deliverables and implementation of activities for final milestone

Meeting Time: Online meeting at 14:30pm on Mon, 04th May 2020

Attendees: Han, Neha, Sun

Duration: 30mins

Meeting Items:

* Communicated with each other about the deliverables of milestone 1 and assessed what to deliver for final milestone by discussing and analysing the time and effort required for activities.
* Discussed about how to approach for final milestone, by mainly dividing the output tasks within the team.

Han: Implementation of Fill in the blanks type parsons puzzle and final design.

Neha: Testing, documentation and final design.

Sun: Implementation of feedback function.

* Discussed about system integration, as how to download the environment for testing the deliverable for first milestone.

## Week 9 – Group Meeting

Agenda: Discuss about content of the testing report and final design document.

Meeting Time: Online meeting at 14:00pm on Friday, 15th May 2020

Attendees: Han, Neha, Sun

Duration: 30mins

Meeting Items:

* Discussed the content of testing report and the changes to be made for the first milestone after defect testing outcomes.
* Discussed the final milestone activities and created a weekly plan of checklist to achieve it on time.
* Specified the remaining tasks to be done for final milestone and updated each other about individual progress.
* Discussed about how to proceed with the final design document.

Week 10 – Client Meeting

Agenda: Update supervisor about the achievements of first milestone and discuss about the final milestone activities.

Meeting Time: Online meeting at 14:00pm on Wednesday, 20th May 2020

Attendees: Dr. Cheryl, Han, Neha, Sun

Duration: 1 hour

Meeting Items:

* Team report the progress:  
  1. We have implemented the Drag and Drop type for first milestone and are working over implementation of the feedback part (hints, grades for students).   
  2. We are working to implement the Fill in the blank type for final milestone.  
  3. We have created an initial draft of final design document by concluding our thoughts and the research material of design for parsons puzzle.
* Cheryl answered team’s question about the specific requirements:  
  1. The final design is the “big picture” like design, it doesn’t necessarily include what we have implemented and can include parts which we can include in future. It should conclude our thoughts, our research and our creative ideas to design the universal solution of parsons puzzle.

2. The hardest part was to analyse system integration of H5P into Drupal and if we have access to canvas interface through MyUni account, we can integrate it into MyUni.

3. We should create a demo video as a tutorial for other people, to make it easier for them to use our customised H5P function and to do the system integration (H5P into Drupal) for future extension of the project. It will make it easier for other people to use our work.

## Week 10 – Group Meeting

Agenda: Update the team about the progress happened individually and discuss the final design part for extension and reflect on the mistakes committed previously

Meeting Time: 10:30am on Thursday, 21st May 2020

Meeting Location: L3 Hub Central

Attendees: Han, Neha, Sun

Duration: 2 hours

Meeting Items:

* Discussed with each other about the final design essential component and how to proceed with it.
* Discussed the progress of final milestone, and set a deadline within the group for the completion of feedback and fill in the blanks part.
* Discussed about current GitHub master branch. Re-organised it.
* Communicated and reflected the previous communication problems during first milestone, and how not to do the same mistake for the final milestone and communicate effectively.

## Week 11 – Group Meeting

Agenda: Discuss about the feedback function of final milestone.

Meeting Time: Online meeting at 13:30pm on Thursday, 28th May 2020

Attendees: Han, Neha, Sun

Duration: 30mins

Meeting Items:

* Communicated with each other about the progress of feedback function and fill in the blanks.
* Finalised the date of commit of feedback function for testing it afterwards.
* Discussed the content of the final design draft document of the project and shared ideas and suggestions.
* Increased the group moral as the final milestone is coming near.

## Week 12 – Group Meeting

Agenda: Creation of structure for poster and demo.

Meeting Time: Online meeting at 14:30pm on Thursday, 04th June 2020

Attendees: Han, Neha, Sun

Duration: 30mins

Meeting Items:

* Communicated with each other the progress for final milestone parts.
* Discussed and brainstormed about the structure and what content to include in the demo and poster.
* Planned the strategy for demo and set the date for creating the video of demo.

Week 13 – Client Meeting

Agenda: Update the supervisor about the deliverables of final milestone by showing the demo video

Meeting Time: Online meeting at 15:00pm on Tuesday, 09th June 2020

Attendees: Dr. Cheryl, Han, Neha, Sun

Duration: 1 hour

Meeting Items:

* Team report the progress:  
  1. We have implemented the Feedback and Fill in the blanks for the final milestone.

2. We have updated the final design document and poster by updating it after getting her feedback for the same.  
3. We show the demo video of the parsons puzzle quiz we have created.

* Cheryl answered team’s question about the specific requirements:  
  1. The structure for demo should include a summary of our work, and the challenges we faced to achieve it.

2. We should prepare one or two slides for the demo to substantiate our work and bring clarity for the viewers.