**Week 1**

(31st January – 7th February)

**Meeting**

(Thursday 31st January)

**Attendees:**

* Cameron Armstrong
* Daniel Olsson
* Jack Fisher
* Joe Douthwaite
* Josh Whelan
* Sehun Babatunde

**Meeting Log:**

* Agreed upon our applications target audience, children with autism.
* GitHub will be used for version control, issue tracking and file sharing.
* GitHub projects will be used for task assignment and as a Kanban board.
* A group repository was created by Jack Fisher, and each member was added.

**Actions**

Josh Whelan created an initial list of problems to consider when researching for our application, including common issues associated with autism and possible solutions.

Jack Fisher added assignment information (assignment brief breakdown with deadlines) to the GitHub repository and added a list of useful links.

The Project Proposal was split up and each member assigned themselves to a task to be uploaded before the 8th February deadline:

* Cameron Armstrong
  + Avoid people being told unexpectedly at the end that their work is rubbish.
  + Avoid people having too much or not enough to do, or not being involved.
* Daniel Olsson
  + Avoid no one knowing where the latest version of the software is.
  + Avoid a disk crash destroying all copies of the software.
  + Avoid changing the interface between components without agreement.
* Jack Fisher
  + Description of the application, problems being solved and requirements.
* Joe Douthwaite
  + Avoid the group falling behind without noticing.
  + Avoid everyone interpreting an agreement in different ways.
  + Avoid not having a demonstratable system by the deadline.
* Josh Whelan
  + Statement of the key risks.
* Sehun Babatunde
  + Brief description of what the system will do.

Each member successfully submitted their task to GitHub by the deadline and Jack Fisher compiled the submissions into a single document, finalised and uploaded the Project Proposal to Blackboard.

**Action Log**

*A description of how much time was spent during the week by each member and the actions performed during this time.*