**Week 3**

(14th February – 21st February)

**Meeting**

(Thursday 14th February)

**Attendees:**

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

**Meeting Log:**

* Continue research and writing for technical plan and user analysis.

**Actions**

* Cameron Armstrong, Daniel Olsson, Joe Douthwaite, Josh Whelan, Jack Fisher, Sehun Babatunde
  + Continued research and writing for user analysis and technical plan. (2 hours)
* Jack Fisher
  + Research into our target audience for our user analysis. Gathering information about the problems faced and current methods for overcoming these issues. (2 hours)
  + Compile technical plan and user analysis into single files and submit to Blackboard.
* Cameron Armstrong
  + Researched and wrote part for technical plan and user analysis (Outline of solution to allow feasibility to be assessed.
  + Any significant risks and actions to avoid, reduce or tackle them. (1 hour)
* Daniel Olsson
  + Researched and wrote about estimated costs, worker time, cost per day and overheads and commercial software license costs. (1 hour)
* Joe Douthwaite
  + Researched and wrote about team processes and operational procedures. (1 hour)
* Josh Whelan
  + Researched and wrote about user interface, interaction designs for the AR application and alternative potential approaches. (1 hour)
* Sehun Babatunde
  + Researched and wrote about investigation methods, development lifecycle and application structure and implementation approaches. (1 hour)

Project GitHub <https://github.com/crouchbindset/professionalskills>