# Meeting Minutes – Hidden Crimes Project

## Date & Time:

*26th April 2019:*

*12:00am – Arrival  
12:30pm – Client Meeting*

## Attendees:

*George Heath-Collins*

*Michelle Francis (Client)*

## Meeting Overview:

##### Prior Client Meeting:

Prior to the meeting George and Daniel had updated the character sprites, improved the visibility and readability of in application text by employing bolder fonts and tweaking the UI graphics. A bug where certain Quiz elements were not displaying was fixed and a Disclaimer and Support screen was added. Data Collection was re-enabled and George edited the Google Forms sheet and linked it to a new Google Sheets document in order to display new data correctly so that the client can download/print the given data when necessary.

##### Meeting the Client:

In the meeting, George sent the client a URL linking to the Google Form Response page that houses the gathered data. One the client was logged in and able to see the gathered responses, George demonstrated the application. The newly updated application (Version 0\_9\_1) featured updated character sprites, UI, text and general usability fixes such as listing gender options. It also featured the updated Data Collection code which works when the app is connected to the internet via WIFI or mobile data. George had the client choose from the list of options for each demographic question and then demonstrated the facts and quizzes in the room. The client upon seeing the updated UI stated that she felt listened to and that the information was much clearly and how she pictured it to be. After heading through each of the four rooms, the question asking if users knew more after playing was displayed. The client selected the YES option and George pointed out that the Google Form had just updated in real time, having gathered the relevant data from the client’s demonstration. She was extremely happy with the result and asked if there was an appropriate way that she could use the data in her meetings at the Suffolk Refugee Support charity. George pointed out the green button that linked the form to Google Sheets which allowed her to format the data into a spreadsheet and export as a .PDF or .DOCX file. Finally, the application showed the congratulations certificate and lead to the new debrief/contact page.

Once the demonstration was over, Michelle asked that we put her contact details on the debrief/contact page above the others and listed it in a larger and bolder font. She also requested that during the quiz, once the question was answered wrong, instead of implementing the prison sentence as she originally envisioned, maybe instead we should add the phrase ‘BLANK is a crime in the UK and can carry a prison sentence or monetary fine’.

Finally, the client suggested that we might add a final screen post debrief that features the logos of the investors and funders displayed. She will email us later on in the week with the relevant images and decision on implementation. As there are currently 4 rooms, the client decided that we should drop the Forced Marriage section so that each room only houses a single set of facts and a quiz.

Once the demonstration was over, she asked if we had play-tested it all, which we have. She requested that we carry out some more play-testing with people in our age group and record their play session and thoughts about what they did or did not learn. This will be used in a meeting with Maggie at Endeavour House next Wednesday at 2:30pm, as she would like to digitize a non-smoking campaign, and would like to see how the Charity’s campaign has transitioned.

Furthermore, we will be meeting with the client in a weeks’ time in order to help demonstrate the application and possibly have a meeting with Emma Bond of UoS.

Over all, the meeting was successful and the client is happy with the progress and would like George to write a detailed step-by-step guide related to the data collection for use in the Charity’s internal meetings.

## Current Aim:

The team will be changing the fail-state of the quiz questions and change the written text to ‘BLANK is a crime in the UK and can carry a prison sentence or monetary fine’. Also add a MADE POSSIBLE BY screen with sponsor logos of the organisations involved. We are to drop the Forced Marriage section of the application and add more characters to the rooms.

We will be carrying out recorded playtesting sessions and also writing up the details regarding data collection.

Next meeting due in a week on Wednesday, at noon.

Minute Taker: George Heath-Collins.