**Appendix Number**

## Meeting 1 14/05/2020

**Meeting Time: 13:00**

**Other Attendees:** N/A

**Key Points Arising from Meeting:**

* Discussed the problem specification and key points regarding it.
* Looked at the timeline of the project organised key dates.
* Discussed the project requirements.
* Discussed the main features the system should include.
* Focused on what technologies could be used to create the application.
* The main focus should be on creating the problem specification.

**Next Action as a result of the Meeting:**

* Write the problem specification for submission on the 22nd May
* Continue to learn/improve skills with JavaScript, Angular, Node and Express in preparation for development.
* From the project requirements create a product backlog and organise into achievable sprints.
* Begin development of system starting with areas of a high priority level.

## Meeting 2 28/07/2020

**Meeting Time: 10:30**

**Other Attendees:** N/A

**Key Points Arising from Meeting:**

* Discussed the progress of the system so far based on timeline laid out in the problem specification.
* Discussed the how to complete the report and what needed to be included in key chapters.

**Next Action as a result of the Meeting:**

* Continue working to complete the working system so that it is at a standard to have a demo of the system.
* Continue to work on the report.

## Meeting 3 11/08/2020

**Meeting Time: 12:00**

**Other Attendees:** N/A

**Key Points Arising from Meeting:**

* Demo of completed software was shown and one point about creation of a payroll summary page was discussed.
* Discussed the current timeframe and what work still needed to be completed with regards both the application and the report before the deadline of 18th September.

**Next Action as a result of the Meeting:**

* Implement payroll summary reports for all and individual users.
* Start use case testing and user acceptance testing and use any feedback to fix any defects or improve system.
* Complete report.