**Team-Meeting Document**

**AtomiX**

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This is the team-meeting document for **Team 2** (**AtomiX**). This document will contain all the relevant information in regard to our team meetings and how long we spent on each meeting. We used **Discord** as the main means of communication between one another. All of our meetings were held on this application as group calls are easy to conduct. We could also easily mute our mics/share our screens, so this application was definitely a great choice. **Bear in mind that some of the members met up with one another outside the times of our group meetings. This is due to us dividing the work of implementing features. These other meetings added at least another 20 hours onto our total meeting time.**

**Meeting 1 (29/01/2021):**

**Duration: 1.5 hours**

This was the first meeting we had as a team (on call). We had communicated with each other previously when we were placed in a Bongogroup session in order to decide where we would have our weekly meetings. As a group we decided on Discord as some of us were familiar with the application. This meeting was the group’s first interaction with one another. We focused on introducing ourselves to the group in order to create a comfortable environment for the other members. The main focus of this meeting was to create a schedule for our group meetings and to also decide on what application we wanted to develop. Our team decided to list their top 3 applications in the Discord chat in order to determine the most favoured app. Everyone leaned in towards the **Money App** as we believed this would be the most useful. Our second option was the **Health & Fitness** app. We assigned the roles to all of our group members and identified a team name (**AtomiX**). A team charter was to be completed by Thursday, so we decided to split the sections for all of us to work on them. We created a presentation for our bid towards the **Money App** as this was key in showing why we wanted to create this application. We decided as a group to meet on Tuesdays as well for the time being.

**Meeting 2 (01/02/2021):**

**Duration: 1.5 hours**

The main focus of this meeting was to divide our presentation between the group and also to combine the team charter. We had split the sections of the charter between us, so we decided to merge the document to start things off. We all pasted our sections of the charter in the Discord chat, where Jake (our team co-ordinator) merged all the parts into the document provided by the mentors. At this meeting, multiple logos were also presented by Enoch and Ranito. As a group we decided on our favourite one as both were really good. We also decided to put the PowerPoint on Google Drive as it would be accessible to all the group members. We split the sections of the presentation between us and agreed that we would work on our own sections in our free time. It was to be completed by Thursday as we would need to submit by this time.

**Meeting 3 (02/02/2021):**

**Duration: 1.5 hours**

We decided to meet up again in order to put together our presentation as everyone had already known what they were going to present. A logo for the app had been created for the application. We decided to practice for the presentation in order to refresh our presentation skills and also to be prepared for the actual meeting on Friday. We used the screenshare feature on Discord to view the presentation and this was helpful as one user could control the slides for the rest of the group. We scheduled a meeting for Friday from 12-1pm in order to practice one last time.

**Meeting 4 (05/02/2021):**

**Duration: 1 hour**

We decided to meet up in order to finalise our practice of our presentation bid. This was a short meeting where we just rehearsed our own sections of the presentations and worked on the timing of our own parts. We joined the Bongo session after.

**Meeting 5 (08/02/2021):**

**Duration: 2 hours**

This meeting focused on acknowledging the requirements for the application. We discussed what we wanted our app to do and what challenges we would face in relation to the clients this app was being made for such as difficulty with numbers etc. We also talked about developing the team charter and a one-page document which highlighted our intended approach as this was needed for our submission. We decided to create some prototypes for the app’s pages to show our intended functionality. It was decided to create the protypes on PowerPoint and to use its page linking features as this would allow the co-designers to see how the application would operate. We were all to come up with our own prototypes and next meeting, we would vote on our favourite one.

**Meeting 6 (11/02/2021):**

**Duration: 2 hours**

This meeting’s focus was to pick the best prototype to present to our co-designers. We ended up combining two prototypes as there were good aspects to both designs. We discussed the new plan document which was released and decided on which parts each member of the group would do. A draft of the prototype was made and put into a PowerPoint which we planned to show to our co-designers at our next meeting.

**Meeting 7 (12/02/2021):**

**Duration: 1 hour**

This meeting was a quick recap before actually meeting with our co-designers. We rehearsed what we were going to say to the co-designers in relation to the prototype. We also made a text file containing multiple questions that we were going to ask in relation to our design/logo/features/functionality etc.

**Meeting 8 (15/02/2021):**

**Duration: 2 hours**

The main purpose of this meeting was to work on the Design Defence document and the Design Defence presentation which would follow this. We needed to create the basis for the presentation, and we split up the sections of the Design Document once again in order to divide the work between our team. The Design Document and presentation were due for the Thursday, so we agreed on finishing our sections by the Wednesday in order to leave time for practice also. We also discussed the aspects of our reflective diary as we had to submit from week 1 – 4 to Brightspace. We had a lot of work to carry out this week, so this meeting definitely lasted longer than our other meetings.

**Meeting 9 (18/02/2021):**

**Duration: 2 hours**

The main purpose of this meeting was to practice our Design Defence presentation for our meeting with the co-designers and mentors of TUD. We also sent in our parts of the Design Defence Document for our team co-ordinator to merge it all together. After the document was merged, we all looked over the document using screen share to make sure nothing was missing. Another day was allocated for members to finish/update their parts of the presentation.

**Meeting 10 (19/02/2021):**

**Duration: 1 hours**

This meeting was used to practice for our Design Defence presentation. We just went over the presentation and rehearsed our individual parts with everyone in call. We also timed our parts in order to meet the requirement length of the presentation. We stayed on call after our meeting in order to discuss the use cases involved with our application and the errors that may arrive.

**Meeting 10 (23/02/2021):**

**Duration: 2 hours**

We used this meeting to work on the project plan document. We all updated the project plan to add more detail as we lacked a lot of vital information. We added use-cases to highlight key scenarios while using the application. We also made another version of the prototype in order show our GUI more vividly. We also talked about our approach towards the Risk Register which was uploaded by our mentor. We divided the sections amongst ourselves and set a deadline to get it done by.

**Meeting 10 (25/02/2021):**

**Duration: 1.5 hours**

We met up on this day to put together our Risk Register Document. Everyone put their own section into the chat, and we merged this into the main document. We decided to send St John of Gods another prototype we had developed so we could get an idea of what our co-designers think of the application and also how they would use the application.

**Meeting 11 (01/03/2021):**

**Duration: 1 hour**

The focus for this meeting was to keep up to date with all the submissions we had due. We realised that we had to finish the Project Plan and a presentation for the Risk Register. We needed to expand on the sections we wrote for the Project Plan to include risks.

**Meeting 12 (02/03/2021):**

**Duration: 1.5 hours**

We focused on extending our Project Plan and worked on our presentation based on the risks of the project. We all added in risks into the chat so our team co-ordinator could just paste them into the actual document. We decided to divide the presentation based on the parts we filled out in the document. Each group member would present their own part.

**Meeting 13 (04/03/2021):**

**Duration: 1.5 hours**

Everyone came online this meeting in order to practice our presentation for the co-designers and TUD mentors. We had to present our Risk Register presentation the day after, but it needed to be submitted by the Thursday. After we felt confident with the presentation, we decided to upload the PowerPoint to Brightspace.

**Meeting 14 (05/03/2021):**

**Duration: 1 hour**

We practiced the presentation one more time to make sure we weren’t speaking for too long. We also decided to write a few questions that we would ask our co-designers in relation to the application.

**Meeting 15 (08/03/2021):**

**Duration: 1.5 hours**

This week we met up in order to discuss the implementation process of the application. We had to divide the research for the insert money feature which included the camera API, text-to-speech feature, and the money list feature. We also discussed the survey document that needed to be submitted with the updated prototype.

**Meeting 15 (09/03/2021):**

**Duration: 1.5 hours**

We formed the GitHub in this meeting in order to start working on the coding aspect for the application. We made a more accurate prototype to give our co-designers a clearer idea of what the application would look like. We spoke about the research we conducted regarding the application’s features and the complexity of implementing these features.

**Meeting 16 (11/03/2021):**

**Duration: 1.5 hours**

We met up to discuss the features once again. We had to make sure that our design was actually viable before actually beginning the code. We also had to make sure that the features we were trying to implement were actually reasonable for us to implement. We sent in tutorials and articles related to the features to help everyone in the group.

**Meeting 17 (15/03/2021):**

**Duration: 2 hours**

This meeting focused on more information regarding implementing features. We sent in more videos to help for future reference. We created the first two pages of the application, so we discussed how to download the code from GitHub for all the members to use. We sent in icons and talked about what these icons would represent for the application. We assigned different features to different members of the group. We were satisfied with the design of the application, so it was time to start coding.

**Meeting 17 (16/03/2021):**

**Duration: 1.5 hours**

The first version of the camera feature, text-to-speech feature and the money list feature had been developed. We decided that we would make videos showing how the features would operate. The reflective diary (week 5-8) was due also so we discussed the diary.

**Meeting 18 (19/03/2021):**

**Duration: 1.5 hours**

We met up in order to practice what we were planning on showing our co-designers. We talked about the updated prototype which highlighted the insert money feature. We also discussed multiple questions to ask the co-designers. It was important to get critical feedback for our current design.

**Meeting 19 (22/03/2021):**

**Duration: 1.5 hours**

For this meeting, the group worked on the code for the application while supporting one another if any difficulties arose. We sent in usable icons for the application and continued developing the features of the insert money feature.

**Meeting 20 (23/03/2021):**

**Duration: 1.5 hours**

We focused on sharing the code with one another during this meeting. We were having difficulties using GitHub as code being downloaded was filled with compile issues. We had to figure out how to overcome these issues but at the time, we choose to continue working on our own features and decided to leave the merging of all code until the end. We would rather get the feature working than wasting time on getting the code together.

**Meeting 25 (25/03/2021):**

**Duration: 2.5 hours**

For this meeting, the main focus was to get the code together. There were issues however as errors kept recurring in shared code. There were also missing values from certain pages such as the manifest file. We asked each other questions regarding the code to get a better understanding of the parts we did not implement. As our features weren’t fully functional, we decided to create a high-fidelity prototype using **invision**. We added updated videos into the shared drive folder as we had made major changes in terms of the features. We were to have our last meeting with the co-designers until after Spring Break, so we needed to ask a lot of questions based on our prototype.

**Meeting 26 (01/04/2021):**

**Duration: 1.5 hours**

This was our first meeting during the Spring Break. We talked about how much progress we had made but also felt that we needed to speed thing up in terms of finishing the project. We sent in multiple icons that were advised by the co-designers and decided to work on finishing the insert money feature by the end of Spring Break as this contained the main features.

**Meeting 26 (06/04/2021):**

**Duration: 1.5 hours**

We had a meeting updating all the code so far and talking about what we needed to have done in terms of both code and documents. We had to make sure we were on top of things for this assignment to be successful.

**Meeting 27 (09/04/2021):**

**Duration: 2 hours**

This meeting focused on trying to get the database to work in order to add money to the virtual wallet. This was an important feature of the application as the main purpose of the app was to tell the user how much money they had before and after they spent their money. We researched a lot into passing activities from one page to another as this was key for the wallet feature.

**Meeting 28 (12/04/2021):**

**Duration: 3 hours (on and off)**

The camera feature was now working as it was able to read notes by taking a picture. The wallet feature was still difficult to overcome as we struggled a lot in implementing this feature. We spent a couple of hours trying to implement this feature and what to do if we couldn’t get this feature to work. The text-to-speech feature was now finalised alongside the money list feature.

**Meeting 28 (15/04/2021):**

**Duration: 1.5 hours**

This week was the last time meeting the co-designers. We met up and created multiple videos of our application such as the layout of the app, how to navigate through the app and how certain features would work with commentary. As our application wasn’t fully functional , we could only show what we had done so far. We decided to meet up again before finally meeting up with our co-designers.

**Meeting 29 (16/04/2021):**

**Duration: 1.5 hours**

This meeting was used to prepare for the final interaction with St John Of Gods. We decided on the structure of our meeting and what we would show. We decided to show old videos of our features and compare them with our updated features. We also decided to show a tutorial of the application and how to navigate around it. We did a practice run to make sure we were confident in displaying our app design.

**Meeting 29 (19/04/2021):**

**Duration: 4-5 hours**

For this meeting we had to put all the code together to finalise our project. We looked through the submission requirements and assigned work to members to finish the last documents we needed. We also created a PowerPoint for our final presentation which will we work on after completing all the relevant work. We decided to still attempt working on the code such as the check change feature despite the lack of time we had remaining.

**Meeting 30 (19/04/2021):**

**Duration: 3 hours**

In this final meeting, we assigned different parts of the final presentation to the members of the group. We identified the topics we will be talking about in our presentation on Friday. We made a OneDrive where all of the files that are needed to be uploaded are stored. This includes the test document, team-meeting document, project plan, presentations etc. We retrieved all the relevant work that we have done for our project and placed it into the OneDrive. The upload date for this project is Thursday so we are in the final stages of the project.