

14/10/2015  
Bi-Weekly report

Group Members:

Leah Halaseh (Team Leader)  
Iacovos Pantekhis  
Bagus Maulana

### **Meetings held with client:**

#### 1. First initial call :

Date : October 13th 2015, 14:30

Individuals involved :

1. Gill Glover (Microsoft)
2. David Goldsby (National Grid)
3. Iacovos Pantekhis (Student)
4. Bagus Maulana (Student)
5. Leah Halaseh (Student)

Went through the general idea of the project relating to National Grid and the minimum requirements for the national grid workers.

Next meeting to be held face to face to discuss the real objectives of the project, the target platforms and the deadlines .

Not much covered in first call, actual requirements will be covered in the face to face meeting.

Expected of team members to research about Microsoft band and what can be done for the national workers healthcare.

### **Meetings Held internally:**

8/10/15 : Received client info and contact details

15/10/15 : assign team roles, finish bi-weekly report, sign contract.

### **Tasks Completed By Each Team Member:**

#### **Bagus:**

- Meeting the group
- Helping team in e-mail
- Conversation with clients to arrange meeting & ask for information
- Arrange our team's lab session time preference (on Thursdays) with the TA
- Signed the contract.
- Attend conference voice call with clients -> Gill Glover (Microsoft) and David Goldsby (National Grid)
- Helping team in arranging location for face-to-face meeting next week

**Iacovos:**

In the next couple of weeks we plan to have finished most of our research on the capabilities of Microsoft band. Hence we will be able to come up with ideas for the project. We have been asked to prepare a first draft of our thoughts on the solution, for the first face to face meeting that will take place on October 21st, so that is a priority for the first few days. After that and based on the information we get during the meeting we will continue our work and research.

**Leah :**

So far, we have initiated contact and a relation with the client. We had an initial call with Gill Glover (Microsoft) and David Goldsby (National Grid). In the meeting, we discussed the general idea of the project and the customer it is targeted to. We have also scheduled another face to face meeting on the 20th of October to discuss the actual requirements and objectives of the app.