Meeting Minutes October

07/10/2016 - Base Kings Cross

Attendees:

Alex Matei, Matin, Sachchit, Romain, Mo, Jas, Marc

Minutes:

Met with the client and discussed potential projects with him and the other team on the project, spoke about each of our strengths and backgrounds from a technical standpoint, discussed what might be needed for the project requirements in terms of technologies, decided to confirm what projects we would be doing the next day in another meeting.

08/10/2016 - Malet Place Engineering Building

Attendees:

Matin, Sachchit, Romain

Minutes:

Discussed the project we wanted to take out of the 3 proposed, looked at the pros and cons of each as well as why we wanted to do the projects we were choosing and how feasible and useful each were, decided to settle on digital assistance problem in the end.

08/10/2016 - Malet Place Engineering Building

Attendees:

Alex Matei, Matin, Sachchit, Romain, Mo, Jas, Marc

Minutes:

Met with the TA in the lab session to whom we explained our project, then had a meeting with the 2 teams, client, supervisor and the TA. We finalised the projects we had chosen, started to talk more in depth about the needs for these systems and the general context in which they would be used, by the end had a list of technologies to research and were to come back and discuss in the next meeting.

14/10/2016 - Malet Place Engineering Building

Attendees:

Matin, Sachchit, Romain

Minutes:

Met with the TA and our team members and informed the TA of what our progress with the client was. We were told to make a design proposal and firm this with the client. As a result we decided to get together as a team and will be producing a document of what we believe the system is supposed to achieve so that we know that what we will be doing for the client is correct and so that we can flag up any concerns with him over the weekend in order to get ready with the technologies come Monday. After this Sachchit and Matin had sat down and went through the document for the module

in order to draw up the requirements for this project and along with Romain had decided that we would start work on formally noting down what bots and digital assistants we would be using and our justifications for this.

17/10/2016 - Anatomy Hub, UCL

Attendees:

Matin, Sachchit, Romain
Minutes:

Had a meeting to decide what points needed to be clarified before our skype call with Alex - we discussed user flow, drew up a use case diagram and then had a brief chat about our research and what bots/ digital assistants would be best to use

17/10/2016 - Skype Meeting

Attendees:

Matin, Sachchit, Alex
Minutes:

Spoke with Alex in order to clarify what we were making was in line with what he had in mind. The outcome of this meeting was to produce what we would think the user journey would be like and to try make a "hello world" equivalent using bots and to do more research on the bots/ digital assistants.

19/10/2016 - Print Room Cafe

Attendees:

Matin, Sachchit, Alex
Minutes:

In this meeting we just clarified that what we hand in mind for how the system worked was the same as what Alex had intended. It turned out it was similar however we had slight differences and the meeting proved useful to solidifying our understanding of the system. He drew a diagram for us which highlighted the key aspects of the process that we should pay attention to and how the system would connect.

21/10/2016 - Malet Place Engineering Building

Attendees:

Matin, Sachchit, Alex
Minutes:

The team met together to discuss the previous meeting with Alex and we decided to break up the tasks of researching the user journey of each bot framework and set a deadline for the coming Friday - hene giving us a week to complete the tasks. We each had 2 bot/ digital assistant frameworks to look up. For the rest of the session we carried on with our respective research.