

Meeting Minutes November

10/11/2016 - Barbican, Nuffield Health Offices

Attendees:

Matineh, Romain, Alex

Minutes:

Showed Alex the research that we had done about the chatbots and Digital Assistant. We got positive feedback and built a comparison chart together to work towards a final decision.

11/11/2016 - UCL, Science Library

Attendees:

Matineh, Sachchit, Romain, Alex + Microsoft Team

Minutes:

This was a meeting with the microsoft team helping us with the project. They have again reminded us that they can help us with any questions regarding cordova.

17/11/2016 - Barbican, Nuffield Health Office

Attendees:

Matineh, Sachchit, Alex

Minutes:

During this meeting we discussed the current progress of the project and set up some new tasks for the project. This is where the team fell behind. However, we are confident that with the preparatory work we have done in the last week we are going to see a real boost in productivity.

21/11/2016 - Skype Meeting

Attendees:

Matin, Sachchit, Paul, Dave

Minutes:

This meeting was to talk about the architecture that our solution would be using and to clear up any queries we had regarding the MS bot framework - the result of this meeting was that we would formally draw up a final architecture diagram in lieu of a previous meeting with Alex on this.

23/11/2016 - Cruciform Building

Attendees:

Matin, Sachchit, Romain

Minutes:

The team met for an hour in order to take on the tasks we had come up with and put on trello in the previous week and we had set deadlines for when to complete these - the latest being the coming Monday. This involved the documentation, the API wrapper, a mock Alexa skill and the final comparison between the bots.

26/11/2016 - MPEB Labs Fourth Floor

Attendees:

Matin, Sachchit, Romain

Minutes:

We met with the TA to discuss how much progress we had made over the past week and showed him what the team was working on and what the team would be doing over the coming week - main take away was to produce a Gantt chart. In this meeting we then discussed as a team what was to be completed over the weekend in order to prepare for our meeting with Alex on the coming Tuesday. We agreed to finish all the tasks and then meet on Monday to discuss our findings.

29/11/2016 - MPEB 5th Floor Main Area

Attendees:

Matin, Sachchit, Romain

Minutes:

The team met together to discuss what we had all completed since the lab session and had shown each other what we had worked on. Romain had the Alexa skill working, Matin had the API working and I had completed a major portion of the website. As a result we were all happy with the progress and then set out how to set out the requirements for the following days and what to show Alex for the meeting the coming day. We delegated some more tasks at the end of this meeting.

30/11/2016 - Costa Cafe

Attendees:

Matin, Romain, Alex

Minutes:

The team showed Alex what had been achieved and got feedback for their work. We showed him the mock API and a bot sample which can have a simple conversation with user using microsoft bot framework.

We also discussed the architecture of the whole journey integrated with other team. Since Alex was satisfied with the work undertaken, the next steps were then discussed, these being to produce wireframe designs and user journeys.