

**Team 9**  
**Minutes of the meeting of Team 9**  
**Urban Sciences Building, 1 Science Square, NE4 5TG**  
**On Tuesday 30<sup>th</sup> October 2018, at 11:30**

Present:

*Emil Delvaux*  
*Helen Evans*  
*Ethan Gwilliams*  
*Emily Harrison*  
*Vilius Kaulinskis*

*William Kershaw*  
*Callum Nicholson*  
*Nicholas Ng*

**- MINUTES -**

- 1) Apologies for absence: **0**  
**Robert Stepanov absent**

- 2) Minutes of the Last Meetings to carry out today:

- (i) The initial scope of the project
- (ii) The target audience for the app
- (iii) Client Requirements
- (iv) Task assignment for each division
- (v) Task prioritisation to make the most efficient use of time

The Minutes of the last meeting held on the 25/10/2018 were taken as read and agreed. A detailed document of this meeting can be found on the communal online file space.

- 3) Meeting Report:

**(i) The initial scope of the project**

Due to the target audience for the app (discussed below), the scope will eventually be quite large. However, the initial scope of the project would focus primarily on the family/student angle and the more specific audiences can be added as appropriate and with regards to time constraints. The initial scope of the project would also centre on things to do rather than accommodation, transport etc.

**(ii) The target audience for the app**

It was settled that the app would appeal to all rather than to a niche target audience. However, the app would be category-specific aka students, families, cyclers, birdwatchers etc. can all filter out their requirements to get their best experience. An example of this would be offering more budget hostel/hotel options for students as well as free or cheap days out.

**(iii) Client Requirements**

This was briefly discussed towards the end of the meeting and it was decided that the council contact wouldn't be questioned about his thoughts on requirements until we had a brief outline of what it was we wanted to implement.

**(iv) Task assignment for each division**

This point was postponed until the next meeting due to missing persons and for wanting to declare any initial responsibilities at the official meeting on Thursday.

**(v) Task prioritisation to make the most efficient use of time**

This point was postponed until the next meeting due to missing persons and for wanting to declare any initial responsibilities at the official meeting on Thursday.

Other things that were mentioned in the meeting was the viability of including transport in and around Northumberland, the accessibility of the app (e.g. bigger text, colour contrasts for people with eye conditions), and extending this to see if events/accommodations also satisfy the requirements of people who need disabled access. Also considered was the possibility of translating the app to other languages to better suit the needs of foreign tourists.

In defensive measures, looking at the current Northumberland tourism apps out there and seeing what they do well and what features they lack.

4) Matters and Actions to be sorted and undertaken at next meeting/s:

- (i) Task assignment for each division
- (ii) Task prioritisation to make the most efficient use of time.
- (iii) Reviewing the progress made by each team member on the initial task set by the team leader
- (iv) Designing a name and logo for the app

5) The arranged date and time for the next meeting is:

**Thursday 1<sup>st</sup> November 2018, 14:30**

N.B: If anything arises demanding immediate attention of the Team, a special meeting can be called.

**MEETING CLOSED AT 11:53**

Chairperson:

Dated:

Helena Evans

1/11/18