

Week 1: Meeting 1	
Date	03-02-2023
Time:	12:30-13:30 (UK Time Zone)
Venue:	UG04, Computer Science Building
Attendees:	Amar B Mohamed E Muhammad R Omar I Xiang Yang Zepeng
Discussion:	<ul style="list-style-type: none"> ▪ Acquaint oneself with team ▪ Discuss what we need to do ▪ Appoint the time of next meeting
Decisions Made:	<ul style="list-style-type: none"> ▪ Learn about each other ▪ Assign work which everyone starts to think about the idea of our projects ▪ We decide to meet again at next Monday, in order to get a final coherent decision for project.
Log recorder	Zepeng Zhao

Week 2: Meeting 2	
Date	06-02-2023
Time:	11:30-13:00 (UK Time Zone)
Venue:	UG04, Computer Science Building
Attendees:	Amar B Mohamed E Muhammad R Omar I Xiang Yang Zepeng
Discussion:	<ul style="list-style-type: none"> ▪ Share our personal idea ▪ Decide which idea is the best for us
Decisions Made:	<ul style="list-style-type: none"> ▪ We collect 9 candidate concepts for projects ▪ After the fierce debate, every idea is competitive. We fail to decide the conception
Log recorder	Zepeng Zhao

Week 2: Meeting 3 (Tutor Meeting)	
Date	09-02-2023
Time:	13:30-13:45 (UK Time Zone)
Venue:	Computer Science Building
Attendees:	Amar B Mohamed E Muhammad R Omar I Xiang Yang Zepeng Tom (Tutor)
Discussion:	<ul style="list-style-type: none"> Tell the schedule of our team to tutor Describe to problem we meet on selection of conception
Decisions Made:	<ul style="list-style-type: none"> Tutor agrees with our planning With the assistance of tutor, we decide to choose the concept "University society idea"
Log recorder	Zepeng Zhao

Week 3: Meeting 4	
Date	13-02-2023
Time:	11:30-13:00 (UK Time Zone)
Venue:	UG04, Computer Science Building
Attendees:	Amar B Mohamed E Muhammad R Omar I Xiang Yang Zepeng
Discussion:	<ul style="list-style-type: none"> Discuss the specific features of our concept Assign each feature to team member
Decisions Made:	<ul style="list-style-type: none"> We finally pick some selected and realistic feature for our web service We fairly assign different feature to each teammate. Due to the limitation on number of members in team. Some of teammates need to do more features.
Log recorder	Zepeng Zhao

Week 3: Meeting 5 (Tutor Meeting) Tutor is sick	
Date	16-02-2023
Time:	13:30-13:45 (UK Time Zone)
Venue:	N/A
Attendees:	N/A
Discussion:	▪ N/A
Decisions Made:	▪ N/A
Log recorder	Zepeng Zhao

Week 3: Meeting 4	
Date	20-02-2023
Time:	11:00-13:00 (UK Time Zone)
Venue:	LG, Computer Science Building
Attendees:	Amar B Mohamed E Muhammad R Omar I Xiang Yang Zepeng
Discussion:	<ul style="list-style-type: none"> ▪ Discussion on Milestone 1 ▪ Assign the work for each teammate
Decisions Made:	<ul style="list-style-type: none"> ▪ S1 ranking – individual work ▪ Coherent project concept (1 page description) – Elkeria ▪ Coherence of mockup – individual work ▪ Personas (usefulness for app / believability) – individual work ▪ CI/CD – Xiang ▪ Meeting diary – Zepeng Zhao ▪ Task allocation & planning <ul style="list-style-type: none"> ➔ Kanban ➔ Separated group <p>Google Docs Link (S1 ranking): https://docs.google.com/document/d/1aXxnBZa4juNE7TgRA_kJVdU_KPjviXpx4p4DVoVAigU/edit?usp=sharing</p>
Log recorder	Zepeng Zhao