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| 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: | * Acquaint oneself with team * Discuss what we need to do * Appoint the time of next meeting |
| Decisions Made: | * 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 |

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| 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: | * Share our personal idea * Decide which idea is the best for us |
| Decisions Made: | * 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 |

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| 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: | * Tell the schedule of our team to tutor * Describe to problem we meet on selection of conception |
| Decisions Made: | * Tutor agrees with our planning * With the assistance of tutor, we decide to choose the concept “University society idea” |
| Log recorder | Zepeng Zhao |

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| 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: | * Discuss the specific features of our concept * Assign each feature to team member |
| Decisions Made: | * 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 |

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| 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 |

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| 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: | * Discussion on Milestone 1 * Assign the work for each teammate |
| Decisions Made: | * 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 * Kanban * Separated group   Google Docs Link (S1 ranking): https://docs.google.com/document/d/1aXxnBZa4juNE7TgRA\_kJVdU\_KPjviXpx4p4DVoVAigU/edit?usp=sharing |
| Log recorder | Zepeng Zhao |