

# MICROSOFT TEAMS MEETING TECHNOLOGY ARTIFACTS

## MICROSOFT TEAMS LINK

RECORDING LINKS

MEETING EIGHT: 22/09/2020

MEETING NINE: 24/09/2020

MEETING TEN: 29/09/2020 - N/A

MEETING ELEVEN: 01/10/2020

MEETING TWELVE: 06/10/2020

MEETING THIRTEEN: 08/10/2020

MEETING FOURTEEN: 13/10/2020

MEETING FIFTEEN: 15/10/2020

*Agenda and actions per meeting  
are included in this document*



# MEETING AGENDA

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Meeting #8

Prepared by: Ysabel Dungca  
22nd of September 2020

## AGENDA

### MOVING FORWARD WITH ASSIGNMENT 3

- We discussed how best to tackle the division of the workload that's distinct from how we did so in assignment two, where it fell on one person to do a section on their own.
- Since it's more collaborative, we decided to use Kanban to divide the work up and allocate portions of each section for us to do.
- We discussed the timeframe of the assessment, where we've decided to write down what we do per week to satisfy this requirement of the assignment.

### ON THE SUBJECT OF THE PROTOTYPE

- We discussed the details of the assignment and refining what we want in this prototype, which is achievable for us in the time that we have, whilst also thinking about what work we could do beyond this course. We settled on just doing a prototype of the UI.
- Discussing the semantics of how we could translate the features into the prototype, and consequently picking the features that are most important.
- Tom bringing up a VLA article where they outlined what went wrong with an app they tried to make, which was spoken about in the "Landscape" section of the overview.

# ACTIONS 22/09/2020

**ANDREW**

Andrew was assigned to draft up some UI layouts as well as begin reading up on and working on Assignment 3 content where he can.

**BELLE**

Ysabel (Belle) was assigned to draft up some UI layouts as well as begin reading up on and working on Assignment 3 content where she can.

**BEN**

Ben was assigned to draft up some UI layouts as well as begin reading up on and working on Assignment 3 content where he can.

**CAMPBELL**

Campbell was assigned to draft up some UI layouts as well as begin reading up on and working on Assignment 3 content where he can.

**TUNG**

Tung was assigned to draft up some UI layouts as well as begin reading up on and working on Assignment 3 content where he can.

**TOM**

Tom was assigned to draft up some UI layouts as well as begin reading up on and working on Assignment 3 content where he can.

# MEETING AGENDA

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Meeting #9

Prepared by: Ysabel Dungca  
24th of September 2020

## AGENDA

### REVIEWING UI DRAFTS

- We looked over a prototype Tom created using LucidChart, which were low-fidelity wireframes of what the app could look like.
- Belle also digitally drew some UI layouts of the application.
- We gave feedback and our opinions on both of these wireframes and saw how the features were laid out for each one. With these thoughts in mind, we could better sketch out how the prototype could better build upon and translate these into a high-fidelity prototype.

### FINALISING ASPECTS OF THE PROJECT

- We finalised what features the application will have so that we could translate these features onto a Figma prototype, which we will all have a look at.
- We finalise for what mobile devices we would be using to make the UI prototype for, and we settled on iOS devices.
- Getting everyone organised to use Figma, and helping to find a template the application could use.
- We made plans to at least get started on a draft of the app on Figma by defining what features will be present on all of the screens, so consistency can be maintained regardless of who is working on the draft.

# ACTIONS 24/09/2020

## ANDREW

Andrew was assigned to look into how to use Figma, as well as continuing to add Assignment 3 content where possible.

## BELLE

Ysabel (Belle) was assigned to look into how to use Figma, as well as continuing to add Assignment 3 content where possible.

## BEN

Ben was assigned to look into how to use Figma, as well as continuing to add Assignment 3 content where possible.

## CAMPBELL

Campbell was assigned to look into how to use Figma, as well as continuing to add Assignment 3 content where possible.

## TUNG

Tung was assigned to look into how to use Figma, as well as continuing to add Assignment 3 content where possible.

## TOM

Tom was assigned to look into how to use Figma, as well as continuing to add Assignment 3 content where possible.

# MEETING AGENDA

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Meeting #11

Prepared by: Ysabel Dungca  
1st of October 2020

## AGENDA

### A RECAP OF EVERYONE'S PROGRESS

- Belle presented an almost-completed Figma prototype of the application building off of the previous wireframes drafted up before, excepting a few features which she needed to refine and brainstorm/conceptualised with others before continuing, just in time for the consultation with Anthony.
- Tom forked the Github page, as well as chipping away at the content.
- Ben continued working on the report content much like Tom, mostly working on Tools and Technologies section as well as the individual sections we're all meant to fill in independently.
- Tung filled out the individual components to be done independently, worked on the risks that we might encounter for the project, as well as the skills and jobs section, which was completed with Andrew.
- Andrew did work on the skills and jobs section with Tung as well as doing the individual components as well as looking at the risks section and adding some. He watched some tutorials on how to use the applications we were speaking about like Figma.
- Campbell did the individual components and was looking at the risks, but couldn't think of a new one to add.

### WHAT TO DO MOVING FORWARD

- We made sure to read over the document in its entirety so we were better prepared for our meeting with Anthony.
- We spoke about finishing off the report content, specifically the 'Plans & Progress' part, and getting the Figma prototype completed, both in the next week or two.

- We discussed what we should focus on for the coming week, given that we are ahead of schedule, such as trying out user testing, trying to make a start on the programming side of things or trying to make a database containing all of the legal information for our application.
- We decided to hold off on making a concrete decision until after our consultation with Anthony.

# ACTIONS 01/10/2020

## ANDREW

Andrew was assigned to continue working on the Skills and Jobs section, as well as other sections of the report, specifically the "Plans and Progress" section.

## BELLE

Ysabel (Belle) was assigned to continue refining the Figma prototype.

## BEN

Ben was assigned to continue working on the Tools and Technologies section, as well as other sections of the report, specifically the "Plans and Progress" section.

## CAMPBELL

Campbell was assigned to continue working on the Risks section, as well as other sections of the report, specifically the "Plans and Progress" section.

## TUNG

Tung was assigned to continue working on the Skills and Jobs section, as well as other sections of the report, specifically the "Plans and Progress" section.

## TOM

Tom was assigned to continue working on the report, as well as other sections of the report, specifically the "Plans and Progress" section.

# MEETING AGENDA

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Meeting #12

Prepared by: Ysabel Dungca  
6th of October 2020

## AGENDA

### A RECAP OF EVERYONE'S PROGRESS

- Tom was unable to make it to this meeting due to an issue arising in his personal life.
- Belle spent more time refining and fleshing out the prototype of the user-end side, and will start working on the staff back-end side of things, as well as doing some parts of the report.
- The other members kept making more progress on the content of the report, adding more writing to the more substantial portions of the report like the "Plans and Progress" section.
- We also briefly discussed our Assignment 2 results.

### A DISCUSSION OF OUR PRESENTATION

- We discussed briefly what we should do for our presentation, which will mostly involve showcasing the application through the use of scenarios.
- Each scenario, which can be assigned to each person, will be linked to a feature of the application that will be run through.
- An infomercial could also be done, and maybe using humour to showcase the application.

# ACTIONS 06/10/2020

## ANDREW

Andrew was assigned to continue working on more sections of the report and brainstorming ideas for the presentation.

## BELLE

Ysabel (Belle) was assigned to continue refining the Figma prototype.

## BEN

Ben was assigned to continue working on more sections of the report and brainstorming ideas for the presentation.

## CAMPBELL

Campbell was assigned to continue working on more sections of the report and brainstorming ideas for the presentation.

## TUNG

Tung was assigned to continue working on more sections of the report and brainstorming ideas for the presentation.

## TOM

Tom was assigned to continue working on more sections of the report and brainstorming ideas for the presentation.

# MEETING AGENDA

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Meeting #13

Prepared by: Ysabel Dungca  
8th of October 2020

## AGENDA

### A RECAP OF EVERYONE'S PROGRESS

- Campbell was unable to attend this meeting due to technological issues.
- Belle continued working on the staff view portion of the UI prototype. Tung and Belle agreed to continue doing some edits on the prototype later.
- Tom made a skeleton database using SQLite, containing the base of the database that would house all of the legal information pertinent to our application.
- Ben continued completing more sections of the report, particularly the “How has it progressed?” section, including appendices to be referenced, and will hope to do more of the sections that comprise the “Detailed description” area.
- The other members did small bits of the report where they could, but we were all quite busy with assessments, so we were understanding that it may take some time to finish the loose ends of this assessment.
- We spent some time discussing the “Timeframe” section.
- We all committed to finishing the majority of content before next week so we can then start updating our Github fork and planning the group presentation earnestly after submission of the PDF report and the Github repository.

# ACTIONS 08/10/2020

**ANDREW**

Andrew was assigned to continue working on more sections of the report.

**BELLE**

Ysabel (Belle) was assigned to continue refining the Figma prototype with the help of Tung, as well as complete the template of the report.

**BEN**

Ben was assigned to continue working on more sections of the report.

**CAMPBELL**

Campbell was assigned to continue working on more sections of the report.

**TUNG**

Tung was assigned to continue working on more sections of the report as well as help Belle with some final touches to the Figma prototype.

**TOM**

Tom was assigned to continue working on more sections of the report.

# MEETING AGENDA

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Meeting #14

Prepared by: Ysabel Dungca  
13th of October 2020

## AGENDA

### A RECAP OF EVERYONE'S PROGRESS

- Belle and Tom were unable to attend this meeting due to other issues arising in their personal lives.
- Tung completed work on the report content, specifically the Aims section and the dead-ends section. The latter was a bit of a struggle to write content for as we didn't have many dead-ends outside of us needing to change project ideas.
- Ben was finishing off some of the report content mostly, specifically doing the "What stage of the plan we were up to?", "What changes have been made?" and the change-over sections.
- Andrew hasn't done much over the week due to assessments, but will continue do work after his assessments have been completed.
- Campbell had a look at the Xamarin application and trying out how to make an application, but found it a bit too difficult to use and make something substantial given the time left.

### GROUP AND INDIVIDUAL REFLECTIONS

- The group was reminded that the group and individual reflections need to be completed.

# ACTIONS 13/10/2020

## ANDREW

Andrew was assigned to continue working on more sections of the report as well as complete his individual reflection.

## BELLE

Ysabel (Belle) was assigned to continue adding content onto the report, proof-reading and editing along the way, as well as completing her individual reflection.

## BEN

Ben was assigned to continue working on more sections of the report as well as complete his individual reflection.

## CAMPBELL

Campbell was assigned to complete his write-up on using Xamarin, as well as complete his individual reflection.

## TUNG

Tung was assigned to continue working on more sections of the report as well as complete his individual reflection.

## TOM

Tom was assigned to continue adding content onto the forked repository, as well as completing his individual reflection.

# MEETING AGENDA

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Meeting #15

Prepared by: Ysabel Dungca  
15th of October 2020

## AGENDA

### A RECAP OF EVERYONE'S PROGRESS

- Belle has been adding more content to the report slowly, but hasn't done too much due to other assessments, colour-coordinating what has been added onto the report and what hasn't, etc.
- Tom has been adding content on the Github fork as well as writing more content for the report, and asked other members to add content onto the fork themselves. Tom gave everyone access to the fork properly.
- Tung added content to the "Aims" section as well as doing more writing in the other sections of the report.
- Ben continued refining and adding content onto the fork as well as on the report.
- Campbell and Andrew continued adding content onto the report but have been busy with other assessments to do more.

### FINALISATION OF WHAT NEEDS TO BE DONE

- We discussed what we could write for the group reflection.
- We finalised the prototypes (the UI prototype and the SQLite database, which was uploaded onto a public website) we have to present and what needs to be written up before submission (which was Campbell's account of his experience with looking into Xamarin for this assessment).
- We expanded upon what other sections needed to be done so we were on track to having the content done for submission, which was delegated to members. Given how busy everyone is with other assessment, we all agreed to proofread sections of the report, doing the individual and group reflection, and adding sections onto the report plus the forked repository slowly where we can.

# ACTIONS 15/10/2020

**ANDREW**

Andrew was assigned to proof-read the content of the report he's written and add them to the forked repository and the report, as well as completing his individual reflection.

**BELLE**

Ysabel (Belle) was assigned to proof-read the content of the report she's written and add them to the forked repository and the report, as well as completing her individual reflection.

**BEN**

Ben was assigned to proof-read the content of the report he's written and add them to the forked repository and the report, as well as completing his individual reflection.

**CAMPBELL**

Campbell was assigned to complete his write-up on using Xamarin, as well as complete his individual reflection.

**TUNG**

Tung was assigned to proof-read the content of the report he's written and add them to the forked repository and the report, as well as completing his individual reflection.

**TOM**

Tom was assigned to proof-read the content of the report he's written and add them to the forked repository and the report, as well as completing his individual reflection.