**Leader Report:**

**How and when the group met:**

Most of the members of the group met on Monday 2nd and all met on Thursday 5th March.

**How tasks were allocated:**

We decided that roles would likely be allocated on a rolling basis, permitting each member to experience different roles if they wished to do so. Preference of initial roles was discussed by available members and were then assigned amongst the group – roles include UX/UI researcher(s), Software Engineers, and Programmers.

**Who did what:**

In our first meeting (Monday 2nd), all available members partook in the discussion of the application concept, and helped develop an initial plan/framework for the project.

In our second meeting (Thursday 5th), more specific tasks were assigned, but not before we discussed any further progress that took place between meetings. Since the first meeting, I had taken a look at various similar systems to scope common/desirable features. These were briefly discussed with the group to gather opinions on their potential as requirements, and consequently as features.

Adeel and James, both of whom were chosen as Programmers, were asked to create a GitHub repository and project GANTT chart respectively. In the upcoming week they will begin to develop a medium-level prototype and start to code definitive, salient features of the application.

Scott and I decided to form a questionnaire that could be given to potential users to gauge their opinion on possible features. These forms will be handed out and be ready for evaluation for Monday 9th, upon which they will be discussed in relation with the existing “requirements”. From there, an initial use case diagram can be designed, and basic cases assigned to the developers. Based on the response to certain questions, the researcher(s) and engineers will then explore the benefit and possibility of implementing further features. For example, “users” will be asked whether or not they believe audio to be an important feature, and why/why not.

John was tasked with continuing the research of similar systems – this would also be looked at and discussed in relation with the current “similar system analysis” to justify their importance.

Before finishing we decided that each member would aim to complete their tasks by Monday 9th, and would each also recruit several “users” to complete the questionnaire.

**Any challenges that the group experienced**

As of yet, there have been no real challenges in arranging meetings, communicating effectively, and in making sure that tasks are completed on time and to an agreeable standard.