**The Team 8 Bi-weekly Report 1 – 20/10/2017**

Saving The Children

Team Members: Suyash Kabra, Zheng Ng, Affiq Khairuddin

Overview

Over the past two weeks, we made our first contact with the client at UCL. During the meeting, we discussed the specifications of our project and established the requirements. The team then created a MoSCoW list from these requirements. Furthermore, we confirmed the meeting minutes and the MoSCoW requirements with our client through email.

Meetings

**Meeting 1 (06/10/2017):**

We introduced ourselves to one another and delegated tasks. We decided on the forms of team communication. We also went through the documents that the client sent us through email. We’ve also confirmed the first meeting with our client and made the necessary room bookings.

**Meeting 2 (12/10/2017):**

We met our client and introduced ourselves to the client. We then got a brief specification of the project from the client. We proceeded with the questionnaire that we have prepared beforehand. We cleared our doubts with the client and clarified some of the requirements. We’ve also decided on the dates of future meetings with the client. The team stayed on after the client left to establish the requirements in MoSCoW format.

Tasks

**Completed:**

* Creating questionnaire for the client meeting
* Meeting with client
* Getting the requirements
* Confirming dates of future meetings
* Decided on the forms of team communication (Slack, Drive, WhatsApp, Outlook)

**Problems we faced:**

* Trying to meet our client earlier
* Deciding on our technological stack

Plan for next two weeks

We plan to create sketches for the design of the website so that we can show it to the client. Research and learning of technologies required for web development will also be done. We will also create a sample backend system for login/sign up purposes.

Team Member Contribution

**Suyash:**

I contacted the clients to arrange for a meeting at UCL. I also booked the room for the meeting. During the meeting I asked the questions we had on the questionnaire to the client. I also with reading and understanding the documents we received from the client.

**Zheng:**

I’ve helped with creating the questionnaire for the client meeting. Besides that, I created the team communication groups (Slack and Drive) and organized our documents into folders. I’ve also written meeting minutes for each team meeting we had.

**Affiq:**

I helped with researching for questions to ask our client to gather appropriate information. I then helped create and finalize the questionnaire. Besides that, I’ve also contributed in terms of establishing the MoSCoW requirements after the client meet.