

Meeting notes

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To: Manamkottu, Anusree Pushpan <40480314@live.napier.ac.uk>; Marupudi, Lekhana <40457891@live.napier.ac.uk>; Angdembe Limbu, Tanchohang <40482515@live.napier.ac.uk>

Team and roles:

Anusree	UX Designer
Lekhana	Frontend/Backend development
Tanchoang	Backend Development

Responsibilities:

- Work 15h a week
- Weekly 30 min team meeting at beginning of the week
- One report at the end of the week
- Work self-organised and independent, however, everyone should create weekly output in form of documents or code

The meeting:

- Max. 30 min
- brief summary of
 - What was done?
 - Are there any problems which slow down progress and which are these?
 - What will you work on next?

The report:

- Should be written in bullet points
- Should use accurate wording (e.g. reviewed 10 websites and documented their focus, links can be found in spreadsheet)
- Always produce output in form of files, eg. text or code, no documentation means the work is not done.

Tasks for this week:

- This week's focus is to get an idea of Smart Home technology and services
- Do research about Smart Home Systems, Smart Home Integrators, Smart Home service companies, what do they offer and what customer type does the company target. Is it the end-customer or a integration partner (electrician or architect).
- A few starting points for research:
 - <http://www.thehometechs.com/smart-solutions.html>
 - <https://www.cyberhomes.co.uk>
 - <https://smarn.co.uk/>
 - <https://www.loxone.com/en/en/>
 - <https://www.gira.com/en/en/products/smart-home>
 - <https://www.basalte.be/en#3>

you could prepare a spreadsheet with companies, links and their focus which we can discuss in the next meeting.

- Setup a project folder on Google or Teams in which everyone can work
- Prepare a project plan draft from February to end of April

First points should contain:

- Research and idea gathering
- Requirement analysis
- Mock-up design and iteration
- ...

- Meet each other and assign the tasks and exchange your findings, document findings in the project folder

- Prepare questions for next week, about users and usage, think user centred.
- Gather ideas how an outstanding design (more user-centred design) may look like
- We will discuss the project plan, findings, ideas, and any questions
- If there is anything holding you back, communicate it with your team and try to find a solution, you can also always contact me.

- We agreed on working today and tomorrow this week and Monday and Tuesday from next week. I will put a meeting request in.

