Supervisor meeting minutes

Date: 04/10/2022 12:00

Meeting participants: Mireilla Bikanga Ada, Zsolt Takacs

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| Time | Subject |
| 12:05-12:13 | Go over supervision expectation sheet |
| 12:13-13:25 | Finalise dissertation topic |
| 12:25-12:28 | Go over proposed timeline |
| 12:28-12:31 | Getting tips on continuous write up |
| 12:31-12:36 | Go over ethics form |
| 12:36-12:38 | Set out short term goals and Gannt chart modifications |
| 12:38-12:42 | Talk about long term goals in project |

Overview of topics covered

* Supervision expectation sheet was updated to represent the actual reality of our supervision.
* We polished the dissertation topic to include a small app that would use a machine learning technique to help researchers analyse qualitative data.
* We agreed on minor modification for the timeline and finalised the required items.
* We agreed on short/medium term goals as seen in the following to-do list.
* We also discussed some long-term ideas such whether the corpus should be uploaded or copied to the app and potential storage issues. This was done to better focus background research on existing similar products.

Zsolt ToDo for next meeting:

* ~~Update proposed timeline by deleting not required tasks, and include app development tasks~~
* Fill out ethics form
* ~~Start background reading to understand key concepts and literature required for this project~~
* Find existing products with the same intent if no product is available then find similar products (eg. NVivo)
* Evaluate and reference existing products, literature, and the machine learning algorithm they use/propose (if any)
* ~~Get started on some design ideas based on what existing products offer~~
* Based on design ideas and existing products start setting out requirements for the project
* Create and send agenda before next meeting on 11/10/2022