

Team members:

***Yousif Al-Rufaye, William Gracie-Langrick, Jack Hardy, Bailey Uniacke, Ben Young, Joe Fuller.***

Document formatting:

Meeting names: wX.mY  
week X, meeting Y

Action No: X.Y

X the week the action began

Y action number

Black action: Active action that has progressed in the meeting

Red action: Action on hold/not progressed

<b>MEETING w1.m1 RECORD</b>			
<b>Date: 9/11/2022</b>		<b>Place: CSE 270</b>	
<b>Present: <i>Full Attendance</i></b>			
<b>Agenda:</b> 1. Get to know each other			
<b>Summary of the Discussion:</b>			
<b>Reports on Progress to Date:</b>			
<b>Action List</b>			
<b>Action No</b>	<b>Owner</b>	<b>Short description of action</b>	<b>Status:</b>

## MEETING w1.m2 RECORD

**Date:** 11/10/2022

**Place:** Online (Discord)

**Present:** *Full Attendance*

### **Agenda:**

1. Create a logbook for meeting attendance.
2. Pick apart the brief and write a list of features we need to implement.
3. Decide on which packages we're using.
4. Check what Documentation needs writing.

### **Summary of the Discussion:**

1. Created the logbook
2. Went through the brief and discussed it and started writing a list breaking down all the features in the brief.
3. Formulated questions for our customer meeting.
4. Discussed what Documentation needs writing.

### **Action List**

<b>Action No</b>	<b>Owner</b>	<b>Short description of action</b>	<b>Status:</b>
<b>1.2</b>	<b>all</b>	<b>Created the logbook</b>	<b>Done</b>
<b>1.3</b>	<b>all</b>	<b>Discussed the brief</b>	<b>Done</b>
<b>1.4</b>	<b>all</b>	<b>Deciding on which libraries to use</b>	<b>In Progress</b>

## MEETING w2.m1

Date: 16/11/2022

Place: CSE 270

Present: *Full Attendance*

### Agenda:

1. Work on website, risk management, work breakdown.

### Summary of the Discussion:

1. Split up into 3 teams of 2 with one team working on the website, one working on risk management and one on project planning.
2. Decided on our next meeting to be online on Friday 18th of November on Discord.
3. Booked a customer meeting on Tuesday 22nd 03:30 PM in CSE/032.

### Action List

Action No	Owner	Short description of action	Status:
2.1	all	Decide on the next meeting's agenda, time and place.	Completed
2.2	all	Decide on a software engineering method (e.g Agile, swift, etc...)	Not started
2.3	all	Review the other teams progress on the previous tasks.	Not Started
2.4	Bailey, William	Create initial version of the website	Completed
2.5	Yousif, Jack	Create initial Work breakdown	Completed
2.6	Joe, Ben	Create initial risk assessment	Completed
2.7	All	Create gantt charts	Not started
1.3	All	Deciding on which libraries to use	In progress

## MEETING w2.m2

Date: 18/11/2022

Place: Discord

Present: *Yousif Al-Rufaye, William Gracie-Langrick, Jack Hardy, Bailey Uniacke, Ben Young.*

### Agenda:

1. Discuss what questions should be asked in the customer meeting.
- 2.

### Summary of the Discussion:

- 1.

### Reports on Progress to Date:

### Action List

Action ID	Owner	Short description of action	Status:
1.4	All	Deciding on which libraries to use	Completed
2.2	All	Decide on a software engineering method	Not started
2.3	All	Review the other teams progress on the previous tasks.	In progress
2.7	All	Create gantt charts	Not started
2.8	All	Create a comprehensive list of questions to ask the customer in the meeting	Completed

## MEETING w2.m3 (CUSTOMER MEETING)

Date: 22/11/2022 Place: CSE/032

Present: *Full Group Attendance, Konstantinos (Customer)*

### Agenda:

1. Ask the questions from the last meeting
2. Record answers on paper
3. Audio record the meeting

### Summary of the Discussion:

- Got verbal consent from the customer to record the meeting
- Asked questions
- Recorded answers

### Reports on Progress to Date:

#### Action List

Action ID	Owner	Short description of action	Status:
2.9	Jack	Ask questions from question sheet	Completed
2.10	Yousef, William	Audio Record the meeting & take notes on answers	Completed
2.11	Jack, Bailey, Ben, Joe	Ask follow up questions based on pre written questions	Completed

## MEETING RECORD w3.m1

Date: 23/11/2022

Place: CSE/ 270

Present: *Yousif Al-Rufaye, Bailey Uniacke, Jack Hardy.*

### Agenda:

1. Create Gantt chart
2. Finishing up the website

### Summary of the Discussion:

1. Decided on what needs to be done for our next meeting(s):
  - a. Reviewing customer answers
  - b. Creating UML Class diagrams
  - c. Review Gantt chart and work allocation
2. Assigning the people who weren't here to review and process the customers answers
3. Had some progress done on the website by Bailey
4. Decided on the next meetings Agenda.

### Reports on Progress to Date:

#### Action List

Action No	Owner	Short description of action	Status:
3.1	Jack, Yousif	Create gantt chart	Done (initial version only , need to include owners of each task)
3.2	Bailey	Finishing up the website	In progress
3.3	Joe, William, Ben	Reviewing customer answers	Not started
3.4	all	Creating UML Class diagrams	Not Started
3.5	all	Review Gantt charts and work allocation	Not started
3.6	all	Update work breakdown according to gantt charts	Not started
3.7	all	Decide on time for next online meeting	Done

## MEETING RECORD w3.m2

Date: 25/11/2022

Place:Online (Discord)

Present: *Yousif Al-Rufaye, William Gracie-Langrick, Jack Hardy, Bailey Uniacke, Ben Young, Joe Fuller.*

Agenda:

1. Create Class diagrams

Summary of the Discussion:

1. Started work on the Class diagrams
  - a. Created CRC cards for concepts using draw.io
  - b.
2. Agreed to meet up on 10 AM Wednesday before the practical

Reports on Progress to Date:

### Action List

Action No	Owner	Short description of action	Status:
3.3	Joe, William, Ben	Reviewing customer answers	Done
3.4	all	Creating UML Class diagrams	In progress
3.5	all	Review Gannt charts and work allocation	Not started
3.6	all	Update work breakdown according to gantt charts	Not started

## MEETING RECORD w4.m1

Date: 30/11/2022

Place: CSE/069

Present: *Yousif Al-Rufaye, William Gracie-Langrick, Jack Hardy, Bailey Uniacke, Ben Young, Joe Fuller.*

### Agenda:

#### 1. Complete tasks from previous week

### Summary of the Discussion:

1. Had a discussion about work over christmas break
2. Split up work amongst us:
  - a. Joe worked on creating an initial UI / game rendition
  - b. Jack, Ben, William worked on the Object/class diagrams
  - c. Yousif worked on updating the work breakdowns and Gantt charts work allocation
  - d. Bailey worked on the website

### Reports on Progress to Date:

#### Action List

Action No	Owner	Short description of action	Status:
3.3	Joe, William, Ben	Reviewing customer answers	Done
3.4	all	Creating UML Class diagrams	In progress
3.5	all	Review Gantt charts and work allocation	Not started
3.6	all	Update work breakdown according to gantt charts	Not started



<b>MEETING RECORD w1.m1 (Spring)</b>			
<b>Date: 16/01/23</b>		<b>Place: CS Building</b>	
<b>Present: <i>William Gracie-Langrick, Jack Hardy, Bailey Uniacke, Ben Young, Joe Fuller.</i></b>			
<b>Agenda:</b>			
<ol style="list-style-type: none"> <li>1. Meet up and discuss our progress.</li> <li>2. Talk about beginning the implementation.</li> </ol>			
<b>Summary of the Discussion:</b>			
<ol style="list-style-type: none"> <li>1. Split up into two teams:               <ol style="list-style-type: none"> <li>a. Implementation team : Jack, Bailey, Ben, Yousif</li> <li>b. Requirements team : William, Joe</li> </ol> </li> </ol>			
<b>Reports on Progress to Date:</b>			
<b>Action List</b>			
<b>Action No</b>	<b>Owner</b>	<b>Short description of action</b>	<b>Status:</b>

<b>MEETING RECORD w1.m2 (Spring)</b>			
<b>Date:20/01/23</b>		<b>Place: CSE/069</b>	
<b>Present: <i>Yousif Al-Rufaye, William Gracie-Langrick, Jack Hardy, Bailey Uniacke, Ben Young, Joe Fuller.</i></b>			
<b>Agenda:</b>			
<ol style="list-style-type: none"> <li>1. Work in our teams on the implementation and requirements</li> <li>2. Allocate tasks to the implementation team members.</li> </ol>			
<b>Summary of the Discussion:</b>			
<ol style="list-style-type: none"> <li>1. Requirements team worked on the requirements</li> <li>2. Implementation team went over work done in the past few days</li> <li>3. Split up the coding into multiple parts and allocated them.</li> </ol>			
<b>Reports on Progress to Date:</b>			
<b>Action List</b>			
<b>Action No</b>	<b>Owner</b>	<b>Short description of action</b>	<b>Status:</b>

## MEETING RECORD w1.m3 (Spring)

Date: 21/01/23

Place: Online (discord)

Present: *Documentation team only: William Gracie-Langrick, Joe Fuller*

**Agenda:**

1. Meet up and discuss the Documentation.

**Summary of the Discussion:**

1. Worked on and discussed the implementation.

**Reports on Progress to Date:**

**Action List**

Action No	Owner	Short description of action	Status:

<b>MEETING RECORD w2.m1 (Spring)</b>			
<b>Date:</b> 26/01/23		<b>Place:</b> Online (discord)	
<b>Present:</b> <i>Implementation team only: Yousif Al-Rufaye, Jack Hardy, Bailey Uniacke, Ben Young</i>			
<b>Agenda:</b>			
1. Meet up and discuss progress on the implementation.			
<b>Summary of the Discussion:</b>			
1. Discussed and went through the most recent additions in the implementation.			
2. Looked at and organised the code between the multiple branches.			
<b>Reports on Progress to Date:</b>			
<b>Action List</b>			
<b>Action No</b>	<b>Owner</b>	<b>Short description of action</b>	<b>Status:</b>

<b>MEETING RECORD w2.m2 (Spring)</b>			
<b>Date:</b> 27/01/23		<b>Place:</b> CSE/069	
<b>Present:</b> <i>Yousif Al-Rufaye, William Gracie-Langrick, Jack Hardy, Bailey Uniacke, Ben Young, Joe Fuller (late)</i>			
<b>Agenda:</b>			
1. Jack, Ben and Bailey communicate together and work on the implementation			
2. William, Yousef and Joe work on the documentation			
<b>Summary of the Discussion:</b>			
1. Yousif was assigned work on the documentation team			
a. worked on updating the gantt charts and workflow diagrams to showcase changes in our plan			
2. William and Joe worked on the documentation for the planning and architecture			
3. Jack, Ben and Bailey worked on the implementation of the game			
<b>Reports on Progress to Date:</b>			
<b>Action List</b>			
<b>Action No</b>	<b>Owner</b>	<b>Short description of action</b>	<b>Status:</b>