**TEAM 28**

**CITS3200 PROFESSIONAL COMPUTING**

## MEETING 2 AGENDA

Time: 4:00 pm

Date: 4/8/2019

Venue: State Library of Western Australia

**Agenda Details:**

1. **Elect meeting and team roles. (5 minutes)**
   1. Project Manager (Rotates after each Sprint): Head manager of the team. See <http://teaching.csse.uwa.edu.au/units/CITS3200/project/Roles.html> for more details.
   2. Chair: Manages the team meetings, keeps team on topic, inviting all team members to contribute to the discussion, and writing the agenda for the next meeting. Role can be combined with Project Manager
   3. Minute taker: Writes down the minutes for the meeting.
   4. (Optional) Client Liaison Manager: The person that mainly contacts the contractor.
   5. (Optional) Project Configuration Manager: Manages file-naming, saving and version control.
   6. (Optional) Q/A Manager: Ensuring the agreed level of quality is maintained. Checking the design against requirements.
2. **Propose and Agree to Team Charter (10 minutes)**

If not enough time just draft, someone writes full charter from minutes and agree to next meeting. Possible this needs to be planned once we know more about the project.

* 1. Team Purpose: What is the purpose of the team?
  2. Duration and Time Commitment: Semester long with average 60 hours per person.
  3. Scope of the Project: Don’t want to overdo us.
  4. Members
  5. Desired End Result
  6. Reporting Plan: How the team will communicate progress.
  7. Deliverables: The key outputs of the project. Include Key Performance Indicators (KPIs) that measure the intended success.

1. **Discuss questions regarding to project. (30 minutes)**
   1. Discuss questions directed to the client (~15 minutes)
   2. Discuss questions directed to mentor (~15 minutes)
2. **Draft and send an email to contractor to organise a meeting time (15 minutes)**
   1. Discuss best times for a meeting. Remember contractors are busy and we have to be flexible due to their response.
   2. Help draft and send the email.