**Meeting Minutes**

Date: 2 Aug 2023

Time: 4:00 pm – 6:00 pm

Venue: UWA Barry J Marshall Library & Teams

Attendance:

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| Chairman: | Yinyin Wu |
| Project member(s): | Changwu Wu  Michael Wang (via Teams)  Warren Wang (Joined at 17:00 via Teams)  Wendy Wang |
| Stakeholder(s): | N/A |
| Secretary: | Kyle Leung |

Warren has given his late arrival notice as required by the Code of Conduct of Team 3.

**Summary of Discussion**

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| **Agenda Item** | **Discussion Details** | **Follow-up Action(s)** |
| 1. Code of Conduct (“CoC”) | 1. Kyle highlighted the significance of adhering to CoC for peer evaluation and the necessity of fulfilling the requirements set out in CoC. 2. A walkthrough of the draft CoC was conducted and some proposed amendments were applied to “Responsibility” and “Feedback”. 3. The CoC was agreed and approved by all members unanimously. | Kyle – finalise and share CoC among members for implementation, save it on GitHub for sharing with the Client and UC |
| 1. Team roles | Different roles of the project were nominated and assigned as follows:   1. Project Managers – Micheal Wang and Yinyin Wu 2. Tech Lead – share responsibility among all members 3. Client Liaison – Kyle Leung 4. Chairman and Secretary at meetings – per relevant roster 5. Any other roles – N/A at this stage | N/A |
| 1. Weekly team meeting | 1. Weekly meeting schedule – every Wed 5 pm to 7 pm (online / onsite / hybrid) 2. Rotation of chairman and secretary 3. Chairman – arrange meeting, reserve meeting room, draft agenda, and lead discussion 4. Secretary – take and prepare minutes 5. Discussed about the upcoming availability of team members (Michael will be the next chairman) | Wendy – prepare roster of chairman and secretary |
| 1. Preparation for the first client meeting | 1. Michael suggested to make a list of questions for soliciting project requirements (e.g., functional and non-functional requirements) in the first client meeting. 2. It was agreed that generic questions would be set and additional questions could be added after receiving further information from the Client. 3. Reference can be made to the principles and techniques learned from the Software Requirements and Design unit while preparing for client meetings. | Michael and Wendy – prepare a list of questions for the first client meeting  Other members – review and provide comments |
| 1. Setup of GitHub repository (“repo”) | 1. Kyle suggested to clarify with the Unit Coordinator (“UC”) during the Thursday workshop whether Teams 2 and 3 will be working on two different systems (and repos) respectively. 2. The setup of GitHub repo will be carried out after the clarification from UC. | Anyone – confirm with UC about the project scope as discussed  Changwu – setup the GitHub repo  Yinyin – review the setup |
| 1. Software technologies for the project and self-advancement | 1. Kyle suggested all members to study HTML, CSS, and JavaScript as these would be the key skills required for developing the system. 2. Subject to the Client’s requirements, the preferred framework and database are Flask and SQLite respectively. 3. Git will serve as the primary tool for code version control throughout the development process. | All members – study and enhance their understanding of HTML, CSS, JavaScript, and Git on an ongoing basis |
| 1. Any other business | 1. Yinyin provided an overview of deliverables’ requirements and project management tools (i.e., Trello, Clockify, Git, and Teams). 2. Michael and Yinyin suggested to clarify with UC about the requirements of project planning deliverables – is Trello sufficient or additional project planning tool (e.g., Microsoft Project) is required? 3. Yinyin recommended all members to use Clockify for creating consistent timesheet which is an integral part of the project deliverables. | All members – review the marking rubrics to get ourselves familiar with the deliverables’ requirements  Anyone – clarify with UC about the requirements of project planning deliverables |
| 1. Next team meeting | The next meeting will be held from 5 pm to 7 pm on 9 Aug 2023 (venue to be confirmed). | Michael – arrange for the next meeting |

Prepared by: Kyle Leung

2 Aug 2023

**Approval of Minutes**

This record of the meeting was agreed and approved by:

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| **Member Name** | **Approval Date** |
| Changwu Wu | 2 Aug 2023 |
| Michael Wang | 2 Aug 2023 |
| Warren Wang | 2 Aug 2023 |
| Wendy Wang | 2 Aug 2023 |
| Yinyin Wu | 2 Aug 2023 |
| Kyle Leung | 2 Aug 2023 |