**Meeting Minutes**

Date: 8 Aug 2023

Time: 5:00 pm – 7:00 pm

Venue: EZONENTH: [202A] Meeting Pod / MS Teams

Attendance:

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| Chairperson: | Michael Wang |
| Project member(s): | Changwu Wu  Warren Wang (via Teams)  Wendy Wang  Kyle Leung |
| Stakeholder(s): | N/A |
| Secretary: | Yinyin Wu |

**Summary of Discussion**

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| **Agenda Item** | **Discussion Details** | **Follow-up Action(s)** |
| 1. Action items from last week | 1. Kyle – finalise and share CoC among members for implementation, save it on GitHub for sharing with the Client and UC  * Saved on Files in “Project team 3” channel (“team channel”) and GitHub repo  1. Wendy – prepare roster of chairperson and secretary  * Saved on team channel  1. Michael and Wendy – prepare a list of questions for the first client meeting 2. Anyone – confirm with UC about the project scope as discussed  * Individual project not collaborating with group2  1. Changwu – setup the GitHub repo 2. Yinyin – review the setup 3. All members – study and enhance their understanding of HTML, CSS, JavaScript, and Git on an ongoing basis 4. All members – review the marking rubrics to get ourselves familiar with the deliverables’ requirements 5. Anyone – clarify with UC about the requirements of project planning deliverables | N/A  N/A  Yinyin to finalise  N/A  Confirm with UC if Github project is required or commit history is sufficient.  (Refer to rubric 1a “github workflows”.)  Ongoing learning  See below “Updates”.  More details at Week3’s workshop. |
| 1. Updates from team members | 1. Do we need a proper project plan  * According to UC in Week 2 workshop, the workplan documents can be generated via Trello or we can simply provide a Trello link for her review. * We may opt to prepare a plan in other format. * Deliverable 1 requirement:   “*Created a plan for the next stage****s*** *of the project,* ***with sufficient detail to complete deliverable 2****.*”   1. Do we need documents to demonstrate the thought process of design E.g. Figma? Use Case Diagram, Class / Sequence Diagram?      1. Figma design by this Thursday (10/08) 2. Schema design by this Sunday(13/08) 3. Use case diagram by this Sunday(13/08) 4. Sequence diagram by this Sunday(13/08) 5. Finish static web pages by this Sunday(14/08), to be assigned after client meeting. | General plan for whole project, details until deliverable 2.  Confirm with UC the contents of MVP (refer to item 3, deliverable 1a)  Warren  Yinyin  Michael  Michael & Wendy  All members. |
| 1. Deliverable 1a (due in Week 5) | 1. Client Communication and Demonstration 2. MVP ppt   – E.g. Use Case and Sequence Diagrams, screenshot of web pages, functionality walk-through, development timeline / major milestones   1. Prototype demonstration and other deliverables to date   – frontend & database schema   1. Minutes of client meeting 2. Emails with the client and other stakeholders 3. Documentation for user experience   – Use Case and Sequence Diagrams, screenshot of web pages to be included in the MVP ppt   1. List of interview questions can serve as the requirement documentation. 2. Risk and Technology Assessments  * A realistic assessment of skills, resources and risks. * Skills gaps have been identified and addressed. * Carefully considered different choices of technology for the project and clearly justified the decisions made.  1. MVP ppt section 2. Preliminary security threat modelling – STRIDE analysis  * Analysis of general cybersecurity threats  1. Minutes of client meeting 2. Project Management and Plans 3. Workplan spreadsheet (e.g. Trello)  * Up to the next deliverable?  1. GitHub workflows [Commit history? How is the setup?] | Confirm with UC  Deliverable format:  Report for outline,  mvp ppt, minutes, project plan and other docs to attach as appendix?  Kyle to keep record  Yinyin - outsource analysis  General plan for whole project, details until deliverable 2.  To be confirm with UC |
| 1. Arrangement for initial client interviews | 1. Interview questions: refer to *“1st client meeting list of questions”* 2. Program, agenda, invitation | Yinyin finalise  Yinyin & Kyle to prepare |
| 1. Draft project plan | 1. Deliverables 2. Timeline 3. Issues | To assign after 1st client meeting. |

Prepared by: Yinyin Wu

8 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 | 10 Aug 2023 |
| Michael Wang | 8 Aug 2023 |
| Warren Wang | 10 Aug 2023 |
| Wendy Wang | 10 Aug 2023 |
| Yinyin Wu | 10 Aug 2023 |
| Kyle Leung | 11 Aug 2023 |