# CITS3200 Team 15

# Minutes of Meeting 1 held on August 1, 2023

Present: Joshua, Muslim, Jonathan, Genevie, Ryan

Apologies: None

Absent: None

Meeting Started: 10:00am

1.1 Expectations from Team Members

Joshua motions to establish a code of conduct. He asks the team what their expectations are from each team member.

Genevie suggested reliability, open communication, and accountability.

Genevie proposed having coding sessions so team members can code together. Joshua agreed and said it can be organized if members schedules allow it.

Jonathan added that clear and timely communication is crucial, and team members should not hesitate to ask for help if needed.

1.2 Expectations when communicating to Clients

Ryan suggested having one person serve as the main liaison to clients. For now, it is Muslim's role. The main liaison should keep clients informed and ensure the team creates a product within the scope of their requirements. Additionally, he clarified that the attire for client meetings is smart casual.

Joshua emphasized that if any team member meets with clients, they must ensure accurate information is recorded and shared with the team.

1.3 Expectations of Project Manager

Joshua noted that Project Manager should attend all meetings during their Sprint. As well as prepare relevant materials beforehand such as the meeting agenda.

Genevie pointed out that the Project Manager should bring the team together and would be responsible for organizing meeting times.

Jonathan mentioned that the Project Manager should also be on top of their respective Sprint deliverables alongside weekly deliverables.

1.4 Code of conduct formatting

Ryan suggested the code of conduct should be properly formatted and written after the meeting. Genevie volunteered.

2.1 Roles and Responsibilities

Joshua was elected as the Project Manager for Sprint 1.

Jonathan was elected as the Project Manager for Sprint 2.

Muslim was elected as the Project Manager for Sprint 3.

Genevie was assigned as the backup Project Manager for Sprint 3.

2.2 Team members weaknesses

Everyone in the team spoke about their weaknesses that may impact their ability to perform well in the project:

Gene – Struggles with communication and programming in C. Doesn’t usually ask for help if she needs it.

Jonathan – Not a specialist in anything, has a broad skillset and needs time to learn new skills.

Ryan – Doesn't ask team for help.

Muslim – Time management will be an issue as he is short on time due to university and work commitments. Not a specialist in anything, has a broad skillset and needs time to learn new skills.

Josh – Overcomplicate projects. Has trouble asking team for help. Not a specialist in anything, has a broad skillset and needs time to learn new skills.

3.1 Project Breakdown

The team discussed the breakdown of the project, including:

* Unit planning and digitizing the current study plan documents on the UWA website.
* Consideration of developing a web app and a mobile application. Muslim advocated for a mobile application as projects that design a mobile application perform better in the audit.
* The need for a database to store units and study plan information. Possibly user information to be able to save student study plans.
* Discussed the possible database options such as: MySQL, SQLite, and other relational databases. Muslim Strongly advocated for Python as the primary language used for the backend.
* Frontend development using HTML, CSS, JavaScript, and React.js. Jonathan advocated strongly for the use of React.js. Everyone else in the team has no experience with React.js. Everyone has experience in HTML, CSS and JavaScript. Joshua asked if everyone is willing to learn React.js, no contention for the motion.
* Backend development using Flask. Everyone has experience developing in Flask. Jonathan wasn’t in favour of Flask as it may bring too much overhead. Muslim strongly advocated for the use of Flask.
* Muslim advocated for use of GitHub for version control and collaboration. Joshua has already created a GitHub for the project.
* Jonathan recommended branching off features to maintain code separation and organization.
* Discussed possible use of Microsoft login API, to enable student/staff login. Everyone agreed that it would be good, but some members don’t believe permission will be given.
* Discussed possibility of using UWA’s logo and colour scheme, however, this may not be allowed.
* Discussed the need for student login to record their study plans and staff login so staff can update unit requirements and make changes to the units.
* Benefits of using a web application, as students/staff will be able to access study plans from a webpage like the old system without the need for them to install a new application.

3.2 Project dispute resolution

In event where there are disagreements with the direction of the project, the following steps were agreed upon:

1. Reaffirm client objectives
2. Reaffirm with the unit coordinator
3. Attempt to find a compromise and ensure everyone feels heard
4. If consensus is not reached, decisions will be made based on majority vote

4. Deliverables for Sprint 1

The discussed what’s needed for the first sprint:

* Scope of Work
* Skills and Resources Audit
* Risk Register
* Project Acceptance Tests: The team plans to ask the client for project acceptance test details.
* Stories and Intermediate Acceptance Criteria
* Skills needed include React, Flask, and web development knowledge.

5. Genevie was praised for her contributions to the team this week and was awarded team member of the week.

Next Meeting:

Everyone agreed that the meeting can take place the same time every week. Meeting ran overtime, need for more time discussed. Everyone stated that they are free from 10:00am to 11:30am. Agreed to have meeting from now on run for an hour and a half. Preferably same room every week.

The next team meeting is scheduled to take place during the 8th of August 2023 from 10:00am – 11:30am

Meeting Closed: 11:00am

Action Items:

|  |  |
| --- | --- |
| All | Update weekly deliverables in the shared spreadsheet. |
| A risk register will be prepared to address potential project risks. |
| Work on improving communication and asking for help when needed. |
| Research and decide on the technology stack for frontend and backend development. |
| Team members to contribute and collaborate on GitHub using separate branches. |
| Seek clarification from Client regarding the project specifications and get approval for our design ideas. |
| Muslim | Explore database options for the project. |
| Jonathan? | Investigate the necessity of login functionality and API login for Microsoft. |
| Genevie | Follow up on Code of Conduct. |
| Josh | Complete this week’s deliverables. |