

Minutes of Meeting

Project Report Refinements

1 September 2024

Meeting organizer: Anda Ziemele
Minute taker: Helen Oi Lam Siu
Time: 11:30 UK | 18:30 HK
Venue: Google Meet
Team Members: Anda Ziemele, Helen Oi Lam Siu, Mario Butorac, Samuel Harrison

Participants: Anda Ziemele (Anda)
Helen Oi Lam Siu (Helen)
Mario Butorac (Mario)
Samuel Harrison (Sam)

No	Topic	Detail	Status	Follow up	Deadline
1	Report formatting requirement	1.1 All agreed it is impossible to meet the 2-page limit with the double line spacing requirement. 1.2 Propose to ignore the double line spacing requirement.	WIP	Members who can attend the upcoming seminar will clarify with the professor	5 Sep 2024
2	Missing requirement	2.1 Anda prepared the domain model diagram for the proposed system.	Done	N/A	N/A
3	Turnitin	3.1 First run of Draft 3 on 30 Aug 2024 showed 0% similarity, excluding bibliography.	Done	N/A	N/A
4	Main issue	4.1 Currently not fulfilling the 2-page requirement. 4.2 Time allocation, Gantt chart, and milestones do not match.	WIP	All members follow up on the tasks assigned	5 Sep 2024
5	Checklist	5.1 Checklist created and members assigned to responsible items (Appendix 1).	WIP	All members follow up on the tasks assigned	5 Sep 2024
6	Report finalised date	6.1 All members agreed to postpone finalizing the report to 7 Sep 2024 (Saturday).	Done	N/A	7 Sep 2024

No	Topic	Detail	Status	Follow up	Deadline
7	Next meeting time	7.1 All members agreed that the next meeting could be scheduled for next Thursday and Saturday via Google Meet.	WIP	Anda will send all members the meeting invitation	5 Sep 2024

Numb	Checklist	Status	Notes	Who
1	Specify a design approach/methodology that should be used to create the system (hardware and software) discussed above			
1.1	Ensure justification for your selection			
2	Create a table that lists the requirements you have gathered from the exchange above.			
2.1	What requirements do you think are missing?		Add table format + refer to domain model if/where needed	Anda
2.2	Explicitly state the assumptions you need to make to be able to design the project plan. Select the key requirements from the list. Create at least 10 of Gherkin specifications that express the exact specifications in terms of Gherkin statements		Double-check on our assumptions re: what is already built and what needs building on hardware	Anda + everyone
3				
4	Create a fully costed project plan for the system you have designed		Add major milestones and deliverables in the Gantt chart, double-check estimation methodology - everyone to check the timeline estimation.	Mario + everyone
4.1	Detail the cost price of a single system,		Double-check on rating/weighting definion and field.	Helen + Mario
4.2	Detail when the first prototypes will be ready		Needs to be referenced in the Gantt chart	Mario + everyone
4.3	Detail when models will be available for sale and		Needs to be referenced in the Gantt chart	Mario + everyone
4.4	Detail when you expect to be generating income.		Needs to be referenced in the Gantt chart	Mario + everyone
4.5	Your budget is £500,000 and you cannot go above this until you have generated income from the sale of the machines.			
4.6	Follow the fact that 2,000 machines have been purchased by EDC			
4.7	Follow he agreed cost price			
4.8	Syn expects the machines to be ready for sale by January 1984 at the latest (i.e. approximately 13 months maximum time line for the plan)		All charts need to align - plan, deliverables, Gantt etc.	Helen + Mario
5	The plan should include design times, build times and testing times for both software and hardware.		Align what we currently have, check Sprint 0 - Planning is separate and has a separate timeline	Helen + Mario
5.1	You, as the project manager, will need to decide how much testing time each stage requires, with justifications.		Currently missing, is in a separate document, add it in the main doc	Sam
5.2	Bear in mind you will need to account for unit testing, integration testing, system testing and user acceptance testing at the very least.		Currently missing, is in a separate document, add it in the main doc	Sam
6	You are also expected to determine the sell price of the completed machine.			
7	Ensure that you produce a business-ready proposal, that is well structured with no typographical errors.			
7.1	It should be well structured and present your recommendations in a clear and easy to read format.			
7.2	It should have been proofread before it is submitted			
8	Finally, ensure your justifications for decisions made are based on good academic principles and that			
8.1	Any academic sources you have used/referred to are clearly cited and that your references are presented in the required UoEO format.			

Additional notes				
Check literature on Agile sprints and hardware				Anda
Check mention of SDLC				Sam
Double-check - are we bypassing the formatting requirements (double-spacing etc)?				
Gantt chart currently looks waterfalley - how to adjust for Agile?				Mario + everyone
Fix reference list				Anda
Do all figures go into Appendix?				
Revisit structure for readability - cross-check with the ASM uni book				Anda
EVERYONE MUST READ THROUGH THE WHOLE DOCUMENT				