

# Minutes of Meeting

## Project Report Draft

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15 August 2024

**Meeting organizer:** Anda Ziemele  
**Minute taker:** Helen Oi Lam Siu  
**Time:** 12:30 UK | 19:30 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 outline	1.1 Helen prepared the report outline based on the assignment requirements before meeting. 1.2 Anda reviewed the document and made comments.	WIP	All members will review and agree on the final outline by the next meeting.	By the next meeting date.
2	Methodology	2.1 Mario suggested using an agile methodology. 2.2 Sam proposed using Secure Scrum. 2.3 Helen agreed with the agile approach to simplify the process. 2.4 Anda expressed a preference for the hybrid methodologies, as software and hardware development can require different approaches. 2.5 All members agreed to submit their suggestions with justifications via WhatsApp by Friday, after which a vote will take place.	WIP	The vote on the agreed-upon methodology will take place after everyone submits their ideas.  Mario will finalize the Methodology section based on the agreed-upon methodology.	16 August 2024
3	Requirement Gathering	3.1 All members agreed that it was unnecessary to go through the script together line by line. 3.2 Sam prepared the case study notes, including initial requirements, material costs, and recommendations before meeting.	WIP	All members will review and finalize the requirements by the next meeting.  Anda will outline the assumptions.	By the next meeting date.

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		<p>3.3 Mario reviewed the script and Sam's suggested requirement list, confirming that they had similar outputs.</p> <p>3.4 Sam and Mario consolidated the information and integrated it into the requirement table.</p> <p>3.5 Anda suggested adding a priority level to each requirement.</p> <p>3.6 Mario emphasized the importance of adhering to the word count limit.</p> <p>3.7 All members agreed to simply separate the requirements into categories, each with a designated priority level.</p>			
4	Gherkin Specifications	<p>4.1 Helen and Mario contributed some Gherkin statement before meeting.</p> <p>4.2 One more is needed to meet the minimum requirement of ten statements.</p>	WIP	All members will review and add the missing statement by the next meeting.	By the next meeting date.
5	Development Plan	<p>5.1 Helen outlined the development plan before meeting.</p> <p>5.2 Mario proposed presenting the timeline graphically, e.g. using a Gantt chart.</p> <p>5.3 Anda listed the key elements for Gantt charts: dependencies, activities, effort, and timeline.</p> <p>5.4 Sam will propose a testing schedule, including unit testing, integration testing, system testing, and UAT, based on the assignment requirements.</p> <p>5.5 Mario will prepare a Gantt chart to present the timeline.</p> <p>5.6 Helen proposed presenting the development budget using a pie chart to keep the report concise.</p> <p>5.7 Helen will prepare the development budget, including testing and design costs. It will be adjusted based on the final timeline and person-days.</p> <p>5.8 All members agreed that it is uncertain in assignment description what is proposed deliverable in the development plan.</p>	WIP	<p>Mario will send email to professor to clarify the meaning of "proposed deliverables".</p> <p>Task allocation:</p> <ul style="list-style-type: none"> <li>- Gantt: Mario</li> <li>- Testing: Sam</li> <li>- Budget: Helen</li> <li>- Assumption: Anda</li> </ul> <p>Detail task allocation please refer to Trello.</p>	Ongoing
6	Machines Cost	<p>6.1 Helen collected cost data from the BoM before meeting, but noted these figures may be amended based on the final agreed-upon requirements.</p>	WIP	Helen will adjust the unit cost based on the	Ongoing

No	Topic	Detail	Status	Follow up	Deadline
				finalized requirements.	
7	Pricing Strategy	<p>7.1 Sam expressed that the selling price should be similar to computers with comparable specifications in the 1980s.</p> <p>7.2 Helen explained that the sales price would be determined based on the market price during that period, the finalized actual cost, and the expected gross profit.</p>	WIP	Helen will review the case study's brief history to search for any relevant pricing clues and then develop a pricing strategy.	Ongoing
8	Literature Reference	<p>8.1 Helen recommended some references for agile and waterfall methodologies.</p> <p>8.2 Anda recommended some references for requirement gathering, hybrid methodologies, and hardware development.</p>	WIP	Anda will search for literature references on requirement prioritization.	Ongoing
9	Report finalised date	9.1 All members agreed to finalize the report by 6 Sep 2024 (Friday).	Done	N/A	6 Sep 2024
10	Task allocation	10.1 Anda updated the Trello board with task allocations.	Done	N/A	N/A
11	Next meeting time	<p>11.1 All members agreed to collaboration on the Google Doc and continue discussions via WhatsApp before the next meeting.</p> <p>11.2 All members agreed that the next meeting could be scheduled on next Thursday via Google Meet.</p>	WIP	Anda will send all members the meeting invitation upon final confirmation.	22 Aug 2024