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Meeting notes

[Create meeting note](#)

Incomplete tasks from meetings

Description	Due date	Assignee	Task appears on
<input type="checkbox"/> Going through the references provided in the initial project spec for the similar products, and aggregating them to confluence			2021-03-12
<input type="checkbox"/> Going through the references provided in the initial project spec for log data, and aggregating them to confluence			2021-03-12

All meeting notes

Title	Creator	Modified
2021-03-12	Ishan Goyal	6 minutes ago
2021-03-18	Daniel Jiang	about 4 hours ago
2021-03-11	Ishan Goyal	about 4 hours ago
2021-03-16	Ishan Goyal	about 4 hours ago

Client Meetings

Link	Agenda
2021-03-16	<ul style="list-style-type: none">• Team and client Introductions,• Understanding current processes, expectations of the system, end-users

2021-03-16

Date

16 Mar 2021

Attendees

- Dave Wilson (Client)
- Terence Chen (Client)
- Renata Romila (Supervisor)
- [Ishan Goyal](#)
- [Nikunj Patel](#)
- [Luke Hawkins](#)
- [Joel Kenna](#)
- Team DN-Wombat

Goals

- Introduction with client
- Understand the problem to solve
- Learn about the current process of solving the problem
- Understand the expectations of the system, end-users

Discussion items

Time	Scope	Question	Notes
	Overall problem	<ol style="list-style-type: none">1. What problem are we looking to address?2. What are the objectives of the system to be built?3. What do you expect the system to accomplish?	<ul style="list-style-type: none">• Normalise data from various sources
	Current system	<ol style="list-style-type: none">1. Ask for a description of the system as is<ol style="list-style-type: none">a. How is this problem being solved today?b. What are the pain points?c. Is the entire process manual?d. Is there any documentation that you could provide?2. What business environment is this system used in?	<ul style="list-style-type: none">• Presently, it is done manually.
	Users of the system	<ol style="list-style-type: none">1. Goal of primary users<ol style="list-style-type: none">a. Technical expertise2. Secondary user? Goal<ol style="list-style-type: none">a. Technical expertise	
	System Input	<ol style="list-style-type: none">1. What kind of input load for this system<ol style="list-style-type: none">a. <i>Number of peak users</i>b. <i>Amount of daily data ingest</i>c. <i>Peak data ingest</i>d. <i>How accurate does the data normalisation have to be?</i>2. Required to collect / Ingest data or will all data be locally available to the tool	
	System to be	<ol style="list-style-type: none">1. Is it just as simple as comparing field names from different file formats and matching them together, eg (DateTime and Date)?2. Preferred application type? (web, desktop, existing solution)3. Is there a standardised data format for the normalized output, eg(what date time format, epoch, UTC) ?4. How much scope of incorporating existing solutions (elastic / Splunk / LogDNA / Fluentd)	

[Meeting Audio Download](#)

Team Meetings

Link	Agenda
2021-03-11	<ul style="list-style-type: none">• Introductions, project space setup on Confluence, Trello & Github
2021-03-12	<ul style="list-style-type: none">• Discuss project requirements as well as interview strategy + questions
2021-03-18	<ul style="list-style-type: none">• Consolidate remaining tasks for sprint 1, create a requirements elicitation document for primary product user

2021-03-11

Date

11 Mar 2021

Attendees

- [Ishan Goyal](#)
- [Luke Hawkins](#)
- [Nikunj Patel](#)
- [Daniel Jiang](#)
- [Joel Kenna](#)

Goals

- Introductions
- Set up Confluence, Github & Trello for the team

Discussion items

Time	Item	Discussion Item	Action Items
10mins	Team introductions	Each member of the team introduced themselves	
10mins	Set up Trello	<ul style="list-style-type: none">• Set up of Trello board and various column names• Template format agreed upon by Team<ul style="list-style-type: none">• Sample template created on Trello	<ul style="list-style-type: none">✓ Add all members to Trello✓ Create Template for Trello cards
10mins	Set up Confluence	<ul style="list-style-type: none">• How the Confluence space should be structured and organised• Set up of the Confluence home page	<ul style="list-style-type: none">✓ Create and fill out Confluence cover page, add details about client & supervisor✓ Add team details to confluence✓ Add project overview to Confluence
5mins	Set up Github	<ul style="list-style-type: none">• Everyone on the team has experience using Github	<ul style="list-style-type: none">✓ Create Github repository according to provided format and send relevant invites
10mins	Tasks	<ul style="list-style-type: none">• Action items were divided amongst team members<ul style="list-style-type: none">• Cards added to Trello	

2021-03-12

Date

12 Mar 2021

Facilitator

[Luke Hawkins](#)

Attendees

- [Ishan Goyal](#)
- [Nikunj Patel](#)
- [Luke Hawkins](#)
- [Daniel Jiang](#)

Goals

- To create an elicitation document to prepare for an interview with the clients
- To create a detailed list of questions to further our understanding of the project
- To assign roles to team members for the client meeting
- To start the process of arranging the client meeting

Discussion items

Time	Item	Notes
10min	What is required by an elicitation document	Discussion about what is an elicitation document with references to the lecture slides and criteria
10min	Coming up with a process for the interview	
30min	Coming up with questions for clients	Some good questions were created, that will further our understanding of the project
10min	Organizing roles and new Trello tickets	

Action items

- ☐ [Going through the references provided in the initial project spec for log data, and aggregating them to confluence](#)
- ☐ [Going through the references provided in the initial project spec for the similar products, and aggregating them to confluence](#)
- ☒ To email the clients, to create a meeting @Daniel

2021-03-18

Date

18 Mar 2021

Attendees

- [Ishan Goyal](#)
- @Luke Hawkins
- @Nikunj Patel
- [Joel Kenna](#)
- [Daniel Jiang](#)

Goals

- Consolidate remaining tasks for sprint 1 deliverables
- Create a requirement elicitation document for the primary user

Discussion items

Time	Item	Notes	Action Items
15 mins	Review sprint 1 deliverables	Determined which tasks still need to be completed	
5 mins	Review existing Trello cards		
10 mins	Create Trello cards for remaining sprint 1 tasks	Each card assigned to a member	
30 mins	Create requirement elicitation document	Discussion about areas of the project we were still unclear about and created questions to address these	
5 mins	Plan to organise next client and team meetings		<input checked="" type="checkbox"/> Contact the client to organise a meeting by 19/03/2021