# Group Name: DayDream (Group 3)

*Date | time* [04/09/2020 | 16:00]| *Location* [Online]

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Meeting called by | Tiansheng Liu | | Type of meeting | Online zoom meeting | | Facilitator | [Tiansheng Liu] | | Note taker | [Xiaohan Li] | | Timekeeper | [Haozheng Zhang] | | Attendees [Trung Kien Hoang, Yinan Chen, Tiansheng Liu, Kewen Su,  Xiaohan Li, Haozheng Zhang, Fengjun Li]  Please read [Project Plan.pdf, Week3\_Progress report presentationN.pdf]  Please bring [Internet connection, The questions of project] |

## Agenda Items

|  |  |  |
| --- | --- | --- |
| Topic | Presenter | Time allotted |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Project requirement list before client meeting:  Type of user(persona)  Any specific functions  Any specific platform or language requirements  Where is database  Which resources are provided  etc. | All team members | 20min |
| 2. | Project plan subtasks allocation:  project background --------------------------------------------------------  project goals & objectives ------------------------------------------------  project scope & expectations --------------------------------------------  project deliverables ---------------------------------------------------------  project timeline(Gantt Chart) --------------------------------------------- | Ken  Yinan Chen  Tiansheng Liu  Kewen Su  Xiaohan Li  Haozheng Zhang  Fengjun Li | 30min |
| 3. | Prepare the progress presentation next week | All team members (preparation)  Fengjun Li (presenter) | 60min |
| 4. | Decide the deadline for Project Plan subtasks -------- Next Friday | All team members | 5min |
| 5. | Allocate the role for this project --------------------- Next Monday | All team members | 5min |
| 6 | Organise for the next meeting | All team members | 3min |
|  |  |  | Total:123min |

## Other Information

Observers [Trung Kien Hoang]

Resources: https://canvas.sydney.edu.au/courses/25930/modules

Special notes: There will be a client meeting next Monday 11:00 a.m. and some details will be decided after that.