

FIT2001 Team 84 – Client Interview Meeting Agenda

Meeting Zoom link:

<https://monash.zoom.us/j/89903716082?pwd=U2tDanRrNTMzSGNRY3pWOHFGVW1uZz09>

Date:	Monday 29 th of March
Time:	11:00 – 11:15am
Location:	Online Via Zoom
Attendees:	Jason Ching Yuen Siu, Josh Van Der Veen, Nikola Mutic, Jack Thompson, Charli Huynh
Minutes:	Jason Ching Yuen Siu

1. **Greeting:** Developers to introduce themselves
2. **Interview Questions:**
 - a. **Features** – What would we like the new system to do?
 - b. **Users** – Who will have access to the new system?
 - c. **Current System** – What can we learn/utilise from the existing system?
 - d. **Integration** – Will this be for current or future students?
3. **Other Business**
4. **Meeting close** – 11:15am

INTERVIEW QUESTIONS:

1. What features would you like to see in the new system? (>5mins)
 - a. Which of these features are most important to you?
(existing features)
 - i. Meeting scheduling
 - ii. Feedback report
 - iii. Centralised system
 - b. What do you mean when requesting some things to be automated?
 - i. How does this affect meeting scheduling?
 - ii. Is catering and related features included in automation?
 - c. What do you want to see in a report?
2. Who will have access to this new system? (5mins)
 - a. What features will each person have access to?
(existing users)
 - i. Phd students
 - ii. Supervisors
 - iii. Assessment panelists
 - iv. Admin staff
3. What can we learn or utilise from the existing system?
(skip if low on time)
 - a. What problems do you currently have with the existing system?
 - b. Is the new system for existing students or only new ones?

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Meeting Minutes

Date: Monday 29th March

Time: 11.00am

Location: Zoom

Attendees: Charli Huynh, Jason Siu, Joshua Joshua Van Der Veen, Jack Thompson, Nikola Mutic

Minutes: Jason Siu

Item No.	Item	Speaker
1.	Greeting	Jason
2.	Agenda items for this meeting	Jason
2.1.	Features to be seen in the system	Jason
2.1.1.	Problems of the existing problems <ul style="list-style-type: none">- Poorly managed where students and supervisors sometimes forgot the meeting dates	Charli
2.1.2.	Meeting scheduling <ul style="list-style-type: none">- Embed a notification of meetings for students and teachers- Match the meeting date automatically for students and teachers	Charli
2.1.3.	Feedback report <ul style="list-style-type: none">- Automate the feedback report for panel members- Create a tick box for students to tick once reports are uploaded- Allow students to upload their documentations- Enable panel members to comment on students' works to see if students are satisfactory or not	Charli
2.2.	Level of the automation of the system	Jack

2.2.1.	<p>For each of the milestone meetings,</p> <ul style="list-style-type: none"> - Notify students to start planning milestone meetings eight weeks before - Enter three meeting dates into the system for administrators - Notify supervisors to confirm the meeting dates - If not confirmed yet, notify them every day - Allow supervisors to select the panel members - Notify panel members to attend meetings 	Charli
2.3.	How is catering being recorded in the system?	Jack
2.3.1.	<ul style="list-style-type: none"> - Make a tick box for catering in the system 	Charli
3.1	Who is going to have access to the system?	Joshua
3.1.1	<p>Three main users:</p> <ul style="list-style-type: none"> - PHD students - Supervisors - Panellists 	Charli
3.2	What features will each user have access to?	Nikola
3.2.1	<p>PHD Students:</p> <ul style="list-style-type: none"> - Set meeting dates - Upload relevant documents for progress meetings <p>Supervisors:</p> <ul style="list-style-type: none"> - Confirm date students has entered (Cannot change date) - Provide feedback to students - Check off documents submitted by students <p>Panellists:</p> <ul style="list-style-type: none"> - Confirm date students has entered (Cannot change date) - Provide feedback to students - Check off documents submitted by students - Decide whether or not a PHD students is meeting satisfactory requirements via a checkbox 	Charli
3.2.2	Form that was shown on screen, which is the form used in the manual system. Refer to appendix.	Charli
3.3	Is the new system only for new students, or will it also be for existing PHD students?	Nikola
3.3.1	<ul style="list-style-type: none"> - New system is primarily for new students - If time permits, the plan is to transfer the data from the manual system to the new system 	Charli
	Other business	

Appendix:

The form used in the existing system shown by Charli during the meeting :

Student Name: SURNAME, First Name		Student ID: _____	
Milestone: Milestone no.			
Milestone Date: ____/____/____			
Possible meetings:	S1	S2	P1 P2 P3
1. Meeting 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2. Meeting 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3. Meeting 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Location: _____ Tech support <input type="checkbox"/> Catering <input type="checkbox"/> Stationery <input type="checkbox"/>			
Panel members			
1. Panel member 1			
2. Panel member 2			
3. Panel member 3			
All milestone documents received:			
	Milestone 1	Milestone 2	Milestone 3
Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chapter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibition Plan			<input type="checkbox"/>
Milestone documents sent to panel members and supervisor: <input type="checkbox"/>			
MILESTONE FEEDBACK			
<div></div>			

3. Panel member 3

All milestone documents received:			
	Milestone 1	Milestone 2	Milestone 3
Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chapter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibition Plan			<input type="checkbox"/>
Milestone documents sent to panel members and supervisor: <input type="checkbox"/>			
MILESTONE FEEDBACK			
<div></div>			
Milestone Progress Result: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>			

Stakeholders

Power/ Authority	High	Keep satisfied	Key players - Charli - Admin staff
	Low	Minimal effort - University staff	Keep informed - PHD Students - Supervisor - Panel
Stakeholders		Low	High
		Interest / Investment	

List of people involved

- Charli, Admin staff
 - Charli and Admins both have high power and investment since they will be in charge of managing the system once it is implemented
 - Charli has the highest power and investment as he is the one who requested the new system and is responsible for liaising with the development team
- PHD Students, supervisors, panel
 - PHD students, their supervisors and the assessment panel each have high interest, because they are the system's primary users, but low power, as they have little say over its design and implementation.
 - The system is designed to help admin staff organise meetings for these stakeholders
- University staff
 - Other university staff, who are not users of the meeting scheduling system, have low power and low interest.
 - The focus is on students doing a PHD, and whilst they may interact with other staff during study, these staff won't have much to do with the system