



COS20031 - Project Proposal

Technology Design Project (Swinburne University of Technology)



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Welcome to<Group 1>

About G181

2 Meetings:

Facilitator meeting (Online) - Wednesday 6:30PM

Team Meeting (Offline) - Tuesday After tutorial (2:30PM)

Meet the team

@gloriahlm A Potato	@TB Brooker Taliah
@Urban Creators	@Anthony Tang Anthony Tang
@Ashraf Toor Toor	

Checklist Project Proposal

☒ Team Home Page

a provision for team member underperformance and Confluence working agreement

☒ Project Plan

☒ Roles & Responsibilities

☒ Risk Assessment

☒ Persona

☒ Empathy Map

☒ Product requirement

☒ Initial ER diagram (Week 4 work)

☒ Appendix 1: Team members profile

☒ Appendix 2: Team Meeting Notes

Resources

Restrict search to this space's space key.

Search

Search

Latest updates

Jugraj

contributed 3 minutes ago

Taliah Brooker

contributed 4 minutes ago

Anthony Tang

contributed 5 minutes ago

Where to find us

WhatsApp

Featured resources

Canvas Page

Project Brief

Our calendar

Team Calendars

Edit to setup

Group Assessment Tasks

☒ Project Proposal (Week 4)

☐ Progress Report (Week 7)

☐ Process and Product Video (Week 12)

☐ Final Report + Product Deliverable (Week 12)

Individual Assessment Tasks

• Requirements Documentation (Week 4)

• Normalisation (Week 5)

• Use Cases (Week 8)

• Database Performance (Week 9)

• Reflection and Peer assessment

Project Plan

Driver	@gloriahlim
Approver	Afzaal Hassan (Tutor)
Contributors	@gloriahlim @Anthony Tang @Urban Creators @Ashraf Toor @TB Brooker
Informed	Everyone
Objective	Create a database to provide an easy way to upload and use to track archery scores
Due date	22/05/2024
Key outcomes	Discuss project brief and implement a working RDS system based on project requirements
Status	In progress

🤔 Problem Statement

Problem:

Manual entry of archery scores and managing data without a RDBMS can be inefficient and inaccurate due to the large number of possible categories and human error. Archers or competition holders may struggle to enter data and therefore search for accurate data within the system. This has various impacts such as:

1. Difficulty accessing and reviewing the scores of competitions or other archers
2. Competition holders and archers spend significant time and effort manually entering and managing data, leading to increase human/administrative errors
 - a. inaccuracies in data may lead to loss of integrity in certain competitions
 - i. affecting competition engagement and satisfaction

Hypothesis:

With a centralised database system for archery scoring, recording will be streamlined within the palms of competition holders or the archers themselves, by allowing users to input data directly into data tables through their phones or web portal. This fixes the human error aspects of having to manually enter data into tables (excel) and speed up the process for data entry. Solving various issues such as improved data accuracy with error checking, greater satisfaction among the archery clubs and being able to easily search up the scores of past competitions.

We'll know we've succeeded if archers can search up scores based on gender, age or other variables such as round or data without inaccuracies or errors.

🎯 Scope

Must have:

- It needs to record the scores with clear classification of the archer's category based on Gender and age.
- Needs to be able to sort by date and score
- A way of determining an archer's best score for a round (a PB or personal best).
- Arrow-by-arrow scores, identified in terms of which end it belongs to

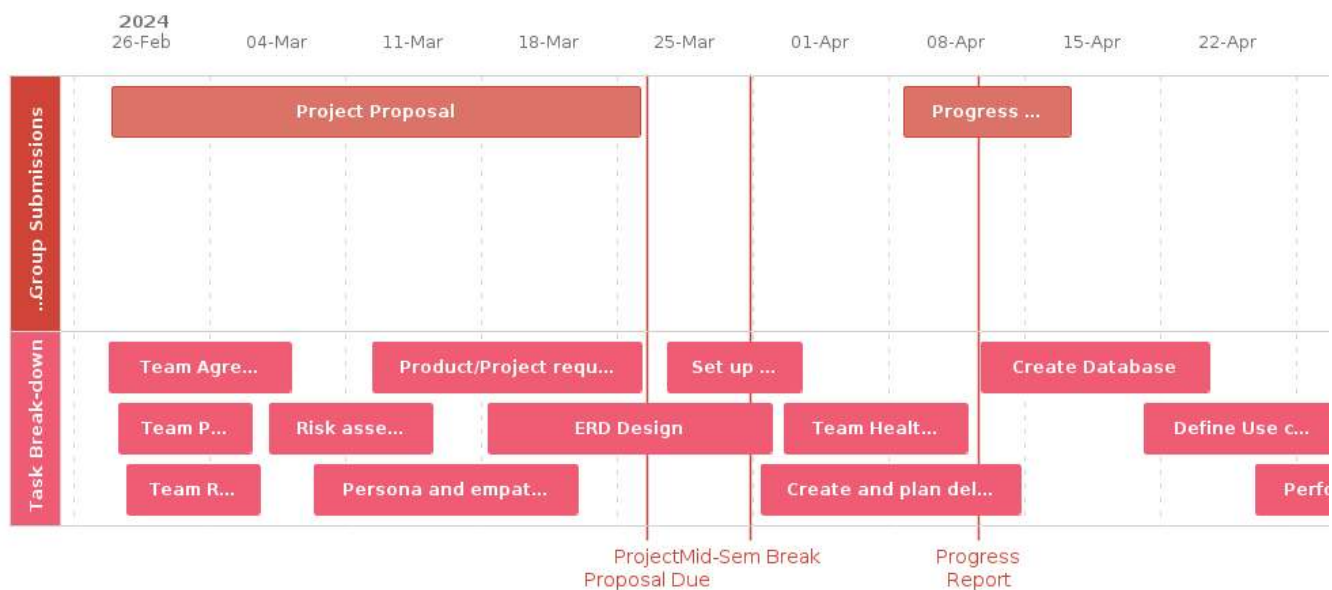
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	<ul style="list-style-type: none"> • Archers have to be able to look up definitions of rounds. • The equivalent rounds have to be time-dependent • The system should classify archers into categories based on gender and age • Implement validation checks • Provide clear definitions of rounds, including information on ranges, distances, target faces and end counts • Score listings have to be able to be sorted by date and score (generally highest first). • Archer able to look up the club competition score history. • Follow the principle of data normalisation for future expansion of database Project Plan Data
Nice to have:	<ul style="list-style-type: none"> • Can include per arrow scoring • Can include additional tables and data for more in-depth analysis
Not in scope:	<ul style="list-style-type: none"> • No need to keep track of the order in which the arrows were shot in each end, because they are always recorded from high • No need to develop front-end UI, project focuses on backend functionality

Timeline



Milestones and deadlines

Milestone	Owner	Deadline	Status
Finish draft for empathy map and persona in week 3		Week 4	Complete
Finish Empathy Map, Persona and ERD by facilitator meeting		Week 4 Wednesday	Complete

Submit Project Proposal		Week 4 Saturday	Incomplete
Database implementation - beginning working on features		Week 6	Incomplete
Final Report and Product deliverable		Week 12	Incomplete
Process and product video		Week 12	Not started

Reference materials

Roles and Responsibilities

Overview

Identify and discuss team responsibilities by following the instructions for the [Roles and Responsibilities Play](#).

Team	G181
Team members	@gloriahim @Ashraf Toor @Urban Creators @TB Brooker @Anthony Tang
Date	05/03/2024
Team mission	Getting HD

Roles and responsibilities

Roles	Responsibilities (what others think)	Responsibilities (what I think)	Comments
Team Leader (Gloria)	<ul style="list-style-type: none">Helping the teamSubmit assignment	<ul style="list-style-type: none">Follow up on the project progressPlanning the Deadline & reminder for everyoneDistributing task	
Team Assistant (Ashraf)	<ul style="list-style-type: none">Helping team leaderHelping the team (Being the clutch)	<ul style="list-style-type: none">Making sure every task in done on time.Helping the team members	
Team members (@Anthony Tang , @TB Brooker , @Urban Creators)	<ul style="list-style-type: none">Working on the task that is needed to be done	<ul style="list-style-type: none">Showing up to meetingsDoing work assigned/agreed toKeeping the group updated on individual progress	

Unassigned responsibilities
<ul style="list-style-type: none">None

Risk Assessment

Background

This risk assessment is for identifying potential issues that could arise over the duration of our project. We are a team of 5 students completing the group project component of COS20031.

Risks management

Identify and prioritize risks based on their probability and severity. Then define what further actions you need to take to control the risks, and who needs to carry out these actions.

Risk rating

LOW	MEDIUM	HIGH	EXTREME
<ul style="list-style-type: none">AcceptableOk to proceed	<ul style="list-style-type: none">As low as reasonably practicableTake mitigation efforts	<ul style="list-style-type: none">Generally unacceptableSeek support	<ul style="list-style-type: none">IntolerablePlace event on hold

LIKELIHOOD	SEVERITY			
	ACCEPTABLE <i>Little to no effect on event</i>	TOLERABLE <i>Effects are felt, but not critical to outcome</i>	UNDESIRABLE <i>Serious impact to the course of action and outcome</i>	INTOLERABLE <i>Could result in disaster</i>
IMPROBABLE <i>Risk is unlikely to occur</i>	<ul style="list-style-type: none">Serious injury	<ul style="list-style-type: none">Has a 1 in a lifetime event scheduled on same day as meeting	<ul style="list-style-type: none">Missing multiple meetings	<ul style="list-style-type: none">Insulting team members
POSSIBLE <i>Risk will likely occur</i>	<ul style="list-style-type: none">Team member comes late/leaves early.Team member got sick.	<ul style="list-style-type: none">Do not have the skills to complete a task.	<ul style="list-style-type: none">Missing deadline/falling behind schedule.	<ul style="list-style-type: none">does not communicate frequently.Team member does not communicate and didn't finish the task that they are assigned to.
PROBABLE <i>Risk will occur</i>	<ul style="list-style-type: none">Team member misses one meeting.	<ul style="list-style-type: none">Change in Team member's availability for team meeting.	<ul style="list-style-type: none">MIA during important discussion	<ul style="list-style-type: none">Group misunderstood the requirement.

		<ul style="list-style-type: none"> Missing more than total of 5 meetings/classes etc 		<ul style="list-style-type: none"> Team member does not communicate and didn't finish the task that they are assigned to
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Action

If a risk occurs that is acceptable/tolerable the other team members should be notified and adjustments can be made if needed.

Undesirable/Intolerable risks should be discussed by the team, and if the risk is extreme, or team discussion has failed to resolve the issue, we should notify the tutor.

We will reduce the chance of risks occurring by communicating frequently and by attending facilitator meetings.

Persona

Arrow's Edge Archery Club



Persona name	Anita Max Wynn Wao
Persona role	Archer
Job description	<p>Anita serves as the head archer of Arrow's Edge Archery Club, she oversees various operational facets, manages membership affairs, organises engaging events and workshops, and collaborates with coaches to design effective weekly training programs. Anita extends her outreach efforts to attract new members with her adept administrative skills and passion for the sport.</p> <p>She works with her colleagues to manage the finances and club records of the private club.</p>

Archery Club

Club name	Arrow's Edge Archery Club
Club size	51 People
Industry	Sports

Demographic information

Age	26
Gender	Female

Personal quote

Let the arrow fly true, for it knows not the weight its destiny until it meets its mark -Anita Max Wynn



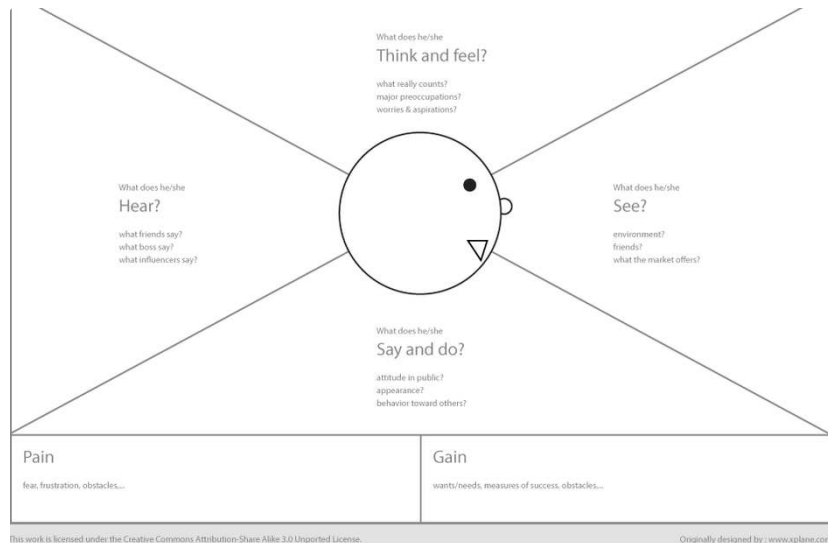
Biography

Anita Max Wynn Wao, a prodigy of archery from a young age mastered the arts of Archery art and founded the “Arrow's Edge Archery Club,” with countless archers inspired by her skill. Wao's legacy as a visionary leader and master continues to shape the world of archery.

Professional goals	Motivators
<ul style="list-style-type: none">• Elevate Arrow's Edge Archery Club to national recognition• Develop innovative programs• Promote community engagement with regional tournaments	<ul style="list-style-type: none">• Passion for archery and its tradition• Desire to mentor aspiring archers and foster their growth• Commitment to lasting impact on a sport
Challenges	Sources of information
<ul style="list-style-type: none">• Understanding the accuracy of shot when there is wind.• Securing funding for equipment and facilities• Balancing administrative duties with personal practice• Navigating competitive archery landscape for club recognition	<ul style="list-style-type: none">• Archery Australia• Local sports club• Archery journals and publications• workshops and conferences• networking with other archery professionals

Empathy Map

▲ Ultimate Guide to Empathy Mapping | Atlassian Team Playbook



	Anita Herself	Club Members	Friends	Archery Coaches	Archery Enthusiasts/Other Clubs
What do they hear? (what do friends/boss/outside influences say)	<ul style="list-style-type: none"> Feedback from club members, friends, coaches and other archery clubs: new archers/scorers are having a hard time keeping track of each round. Suggestions from club members and peers regarding improvements or changes they like to see. Encouragement from everyone in the club. 	<ul style="list-style-type: none"> "Anita is always pushing to improve her and people around her skill level." 	<ul style="list-style-type: none"> "Anita is so motivated waking early and running the Archery club." 	<ul style="list-style-type: none"> "Her methods are effective, and her students are showing lots of progress." "Pushes for respect when there is local competitions." 	<ul style="list-style-type: none"> "I've heard Arrow's Edge Archery Club has some great teachers"
What do they say and do? (attitude in	<ul style="list-style-type: none"> Participates in scored 	<ul style="list-style-type: none"> Struggles to keep accurate 	<ul style="list-style-type: none"> Often share stories of her 	<ul style="list-style-type: none"> See her as the big boss of the 	<ul style="list-style-type: none"> Share teaching ideas and ways

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public, appearance, behaviour)	competitions. <ul style="list-style-type: none"> • Collaborates with the broader landscape of the archery community. • Recognize the strengths and weaknesses of the club. • Try to organize archery tournaments. 	records of their scores. <ul style="list-style-type: none"> • They are struggling to check their progress in comparison to previous tournaments. 	experiences <ul style="list-style-type: none"> • Encourages her friends to join or come to competitions. 	club. <ul style="list-style-type: none"> • Often banter together as they are working together daily. 	to improve archery <ul style="list-style-type: none"> • Always talking about how she wants to spread archery to a wider audience together
What do they see? (environment/friends, market)	<ul style="list-style-type: none"> • Sees a diverse group of students, with varying skill levels, background, strength and challenges. noting areas where they excel and areas, they need additional guidance. • Sees a place where she is able to share her passion for archery. • They see her passion towards the creating the name of the club popular. 	<ul style="list-style-type: none"> • They see a well-equipped and maintained facility at the Archery Club. • A sense of belonging with everyone else at the club. 	<ul style="list-style-type: none"> • See's Anita's relaxed side after teaching • Notice a positive influence on her students' lives 	<ul style="list-style-type: none"> • See Anita as a respected colleague within the archery community • Recognise her abilities to teach. • Recognize areas of improvement in terms of teaching different age groups 	<ul style="list-style-type: none"> • View her club as a formidable competitor in regional and local competitions with her club consistently performing well. • Observed efforts to collaborate in joint training sessions to better their competitions nationally and internationally.
What do they think/feel? (preoccupations, worries and aspirations?)	<ul style="list-style-type: none"> • Thinks about the progress and development of her club as a whole, including the facilities, coaches and members. • Feels a sense of passion whenever she teaches. • However, has burn outs for 	<ul style="list-style-type: none"> • They feel a sense of pride and belonging. • Motivated • Supported and encouraged by everyone. 	<ul style="list-style-type: none"> • Impressed by her motivation. • Curious in learning the sport and her role for the club. • Admiration 	<ul style="list-style-type: none"> • Feel a sense of friendship and mutual respect for her, recognizing her as a fellow coach who share the passion for archery. • Grateful for the opportunity to teach as their career. 	<ul style="list-style-type: none"> • Feel a mix of admiration and healthy competition. • Slight sense of jealousy at Anita's respect • Friendship with Anita and her club, knowing they share a common passion for archery.

	<p>certain days and takes leave for weeks at a time.</p> <ul style="list-style-type: none"> • Strong connection with her club members, coaches and the broader archery community 			<ul style="list-style-type: none"> ◦ Inspired by Anita's motivation. 	
Pain (fears, frustrations, obstacles)	<ul style="list-style-type: none"> • Fears: Not being able to meet the expectation of club members, their parents and other coaches within and outside of her club • Frustration: Experience frustration when it comes to administration or financial constraints which limit her ability to teach well • Obstacles: Faces challenging within the club as a leader and coach, such as logistical challenges, scheduling conflicts, lack of additional coaches and wanting to seek more recognition for her club in national/international competitions 	<ul style="list-style-type: none"> • Fears: Not living up the Anita's and the club's expectations, leading to feelings of inadequacy and doubt • Frustrations: May become frustrated at their progress and encounter difficulties to find time for training 	<ul style="list-style-type: none"> • Fear: Missing opportunities to participate as they view the club as exclusive or too intimidating • Frustration: Losing time with her as a friend • Obstacles: Anita's busy schedule and losing time with her 	<ul style="list-style-type: none"> • Fear: Stagnation or burnout if they feel overwhelmed by the demands of Anita • Frustration: Frustrated of they encounter resistance or apathy from students who aren't willing to follow or commit fully to learning • Obstacles: Limited resources with the many different division, bow types, age group and other factors that may thwart their teaching 	<ul style="list-style-type: none"> • Fear: Losing members to the prestige Arrow's Edge Archery Club • Frustration: Struggle to attract new members • Obstacles: Difficult to win first place
Gain (wants/needs/measures of success)	<ul style="list-style-type: none"> • Wants: see her club thrive and members enjoying their 	<ul style="list-style-type: none"> • Higher scores in archery. • A productive increase in the 	<ul style="list-style-type: none"> • Wants: Friends may want Anita to provide opportunities for 	<ul style="list-style-type: none"> • Wants: Sharing teaching ideas with Anita to 	<ul style="list-style-type: none"> • Wants: holding joint workshops/training sessions

	<p>journey as archers.</p> <ul style="list-style-type: none"> • Success: Seeing her student succeed 	<p>number of the members of her club.</p> <ul style="list-style-type: none"> • Wants: Personalized guidance and feedback from not only Anita but the other archer coaches too. • wants to check/track the archer's progress in gaming skills. • Success: Winning competitions 	<p>them to experience archery in a welcoming and supportive environment, calming their nerves.</p> <ul style="list-style-type: none"> • Success: Having a great time and potentially signing up 	<p>improve the club as a whole</p> <ul style="list-style-type: none"> • Success: Seeing their club members enjoy the sport and winning more often in competitions 	<p>together to improve the skills for national and international competitions</p> <ul style="list-style-type: none"> • Success: Seeing more of their national and international team winning medals
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Product Requirements template

Target release	22 May 2024 (End of semester)
Epic	Type /Jira to add Jira epics and issues
Document status	COMPLETE
Document owner	Team G181
Designer	@Ashraf Toor @gloriahlim @TB Brooker @Urban Creators @Anthony Tang
Tech lead	@gloriahlim @Ashraf Toor
Technical writers	@TB Brooker
QA	@Anthony Tang

🎯 Objective

To create a database that can record the scores of archers in an efficient and accurate way, and can separate scores or archers by the category they are in.

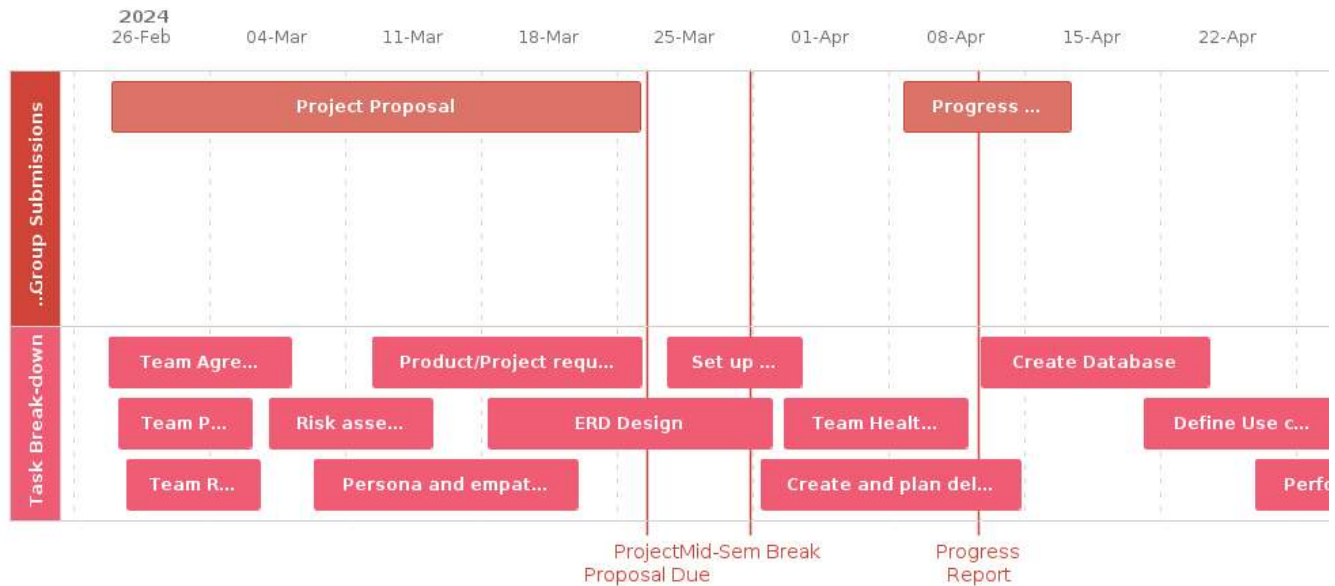
📊 Success metrics

Goal	Metric
Structure of database created	<ul style="list-style-type: none">Tables/fields and relationships to each other finalised and createdCompleted by week 8
Functional database	<ul style="list-style-type: none">Can successfully query and filter for different categories and scoresMeasured by ongoing testing as new features are addedFully functional at week 12
Effective sorting and filtering method	<ul style="list-style-type: none">Easily filter and sort scores based on date range, round type and other relevant criteriaFunctional by week 12
Error handling	<ul style="list-style-type: none">Errors are given to user and us when errors occur when submitting dataFunctional by week 12
Good number of users once deployed	<ul style="list-style-type: none">Traffic<ul style="list-style-type: none">Number of tables submittedNumber of queries made

🤔 Assumptions

- Most users will be familiar with the scoring rules and categories already
- We will need to filter by age/gender/score/equipment
- Wide range of ages and backgrounds, not all will be confident in technology
- Archery clubs will want to be able to record scores across all categories in one database

🌟 Milestones



📋 Requirements

Requirement	User Story	Importance	Jira Issue	Notes
<ul style="list-style-type: none"> ♦ Must be able to store information about Score that the archer got using staging table (temporary table) 	Archer is able to check the score that is available	HIGH		It should be possible to restrict the number of scores by date range and by the type of round. Score listings have to be able to be sorted by date and score
<ul style="list-style-type: none"> ♦ Archers have to be able to look up definitions of rounds 	what ranges (distances and numbers of ends per distance, target faces, number of ends) make up the round. Archers also need to be able to find out equivalent rounds.			

♦ There are two types of archer target face	80 CM & 120 CM target face	HIGH		
♦ Archers shoot 6 arrows at a time, if less than 6 ends are shot, score cannot be recorded. it is only recording if 6 arrows are shot at one session. (if its 5 ends round, can be 5 ends)	As per project requirement	HIGH		
♦ Users should be able to look up competitions, placements of archers, equipment information etc.				

? Open Questions

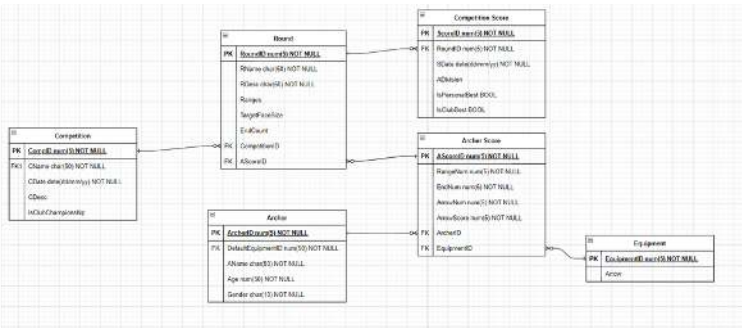
Question	Answer	Date Answered
Is back end needed?	No	Week 2
Should the metrics be in regards to the database?	Yes	Week 3
How are we meant to set out the timeline?	For the whole project and not just for the project plan	Week 4

! Out of Scope

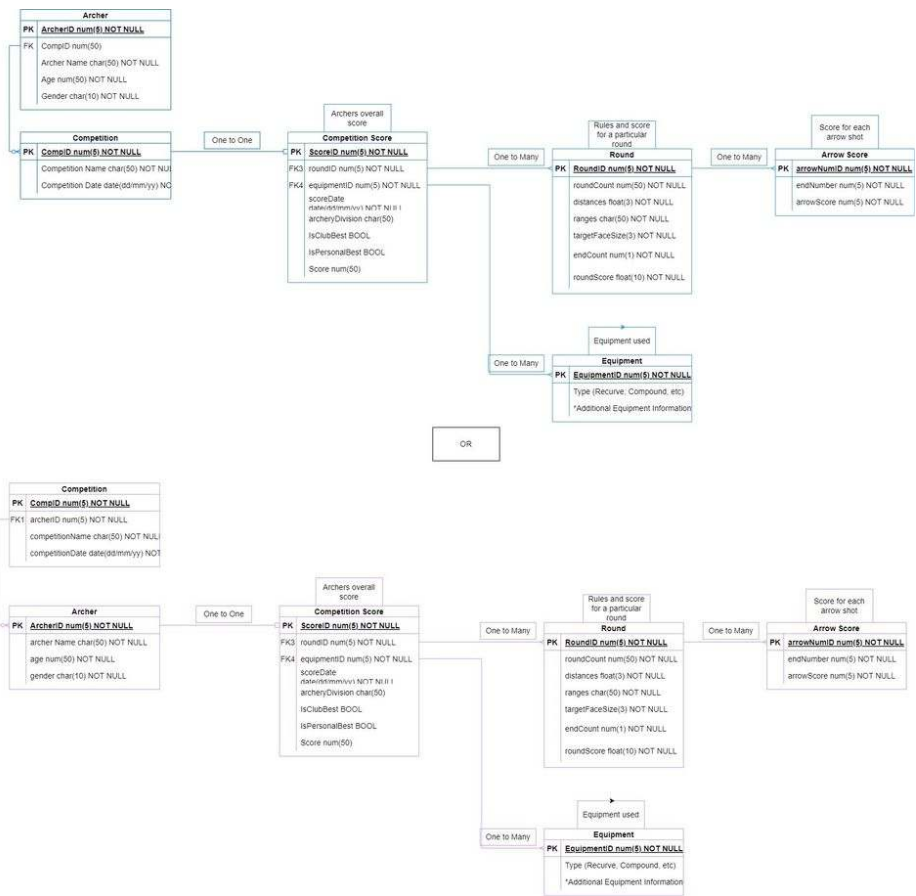
- Do not need to count individual arrows in order
- Front end; i.e web or app user interface

ERD - Data Table Draft

EDIT ERD1




EDIT ERD2




Team Member Profiles

 Gloria Halim

 Ashraf Toor


 Anthony Tang

 Taliah Brooker


 Jugraj

Gloria Halim

Environments I like to work in	<ul style="list-style-type: none">• A quiet & dark room with a lot of space. imagine studying in a ballroom.
Preferred working hours	Morning to afternoon
Communication preferences	Text on Whatsapp / Call me if urgent
Preferred ways to receive feedback	Verbal discussion on what to improve
Things I need	"Me Time" ALOT OF IT
How I learn best	Through Observation
Things I struggle with	Stop picking my thumbs. i don't like to be the center of attention, it gave me anxiety.
Things I love	Photography, Travelling, and Videography. A triple shot long black with no sugar (as dark & bitter as my soul).
If I were an animated gif/meme/animal/song, I would be...	A Potato. why? Gotta make my self useful in every situation Or else, i would be a Cat.
My favorite saying	"Sleep is for the weak"
Other things I want you to know about me	I like to label people with special "terms" in my head. sometimes my intrusive thought slipped out of my mouth and it is dark.

 For a facilitation guide and more info on running this play with your team, visit <https://www.atlassian.com/team-playbook/plays/my-user-manual>


Ashraf Toor

Environments I like to work in	<ul style="list-style-type: none">• Alone in quiet environments
Preferred working hours	After 12pm and before 6pm
Communication preferences	WhatsApp or Email
Preferred ways to receive feedback	Face to Face is better
Things I need	Trustworthy friends
How I learn best	Seeing videos
Things I struggle with	Being the center of Attention
Things I love	Sleep, Food and Travelling, Taking pictures, Road Trips are the best
If I were an animated gif/meme/animal/song, I would be...	
My favorite saying	Shu
Other things I want you to know about me	I am an introvert and dont talk to many people. Love staying with people I trust.

i For a facilitation guide and more info on running this play with your team, visit <https://www.atlassian.com/team-playbook/plays/my-user-manual>


Anthony Tang

Environments I like to work in	<ul style="list-style-type: none">• Home
Preferred working hours	<p>Not Available:</p> <p>Saturday: 8am - 4PM (varies)</p> <p>Monday: 4:30AM - 11AM</p> <p>Wednesday: 4:30AM - 8AM</p> <p>Tuesday: 4:30AM - 11AM</p> <p>Friday: 4:30AM - 11AM</p> <p>I sleep during the day but can wake up for group meetings</p> <p>Available:</p> <p>When I'm not working</p>
Communication preferences	Internet via WhatsApp
Preferred ways to receive feedback	Directly
Things I need	Friends
How I learn best	Reading documentations
Things I struggle with	Understanding complex topics without documentations
Things I love	Food, travelling, sports and animals
If I were an animated gif/meme/animal/song, I would be...	Seal
My favorite saying	It aint what it aint
Other things I want you to know about me	I like gaming


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Jugraj


Environments I like to work in	<ul style="list-style-type: none">• I really love to work in a chill environment and relaxing so I can put focus.• Most of the time I like to put mind away from everything and focus on my screen of work.
Preferred working hours	Like working in the nights.
Communication preferences	I really prefer to communicate on WhatsApp.
Preferred ways to receive feedback	In person or Email with details. WhatsApp can work.
Things I need	To put time and productive focus on the Database
How I learn best	Practicing and discussion.
Things I struggle with	It really hard to understand with noise.
Things I love	Light music in background
If I were an animated gif/meme/animal/song, I would be...	Naruto
My favorite saying	Its all good until you work.
Other things I want you to know about me	I'm Crazy sometimes, special when I am working at Bars.

 For a facilitation guide and more info on running this play with your team, visit <https://www.atlassian.com/team-playbook/plays/my-user-manual>

Taliah Brooker


Environments I like to work in	<ul style="list-style-type: none">• Quiet, focused environments	
Preferred working hours	<ul style="list-style-type: none">• Tuesdays and Sundays, or morning/midday	
Communication preferences	<ul style="list-style-type: none">• WhatsApp, talking in person	
Preferred ways to receive feedback	<ul style="list-style-type: none">• Direct feedback, preferably written	
Things I need	<ul style="list-style-type: none">• Caffeine• Clear deadlines	🍰
How I learn best	<ul style="list-style-type: none">• By practicing and doing hands-on work	
Things I struggle with	<ul style="list-style-type: none">• Essays/longform writing	
Things I love	<ul style="list-style-type: none">• Gardening, gaming, music and going to concerts	
If I were an animated gif/meme/animal/song, I would be...	<ul style="list-style-type: none">• A cat, although maybe not as cool as the one in the video	<div></div>


My favorite saying		
Other things I want you to know about me	I can be pretty quiet, but I like getting to know new people.	


 For a facilitation guide and more info on running this play with your team, visit <https://www.atlassian.com/team-playbook/plays/my-user-manual>


Meeting Notes

Folder so the meeting notes can be organised

 [WK1 Meeting Notes](#)

 [WK2 Meeting Notes](#)

 [WK3 Meeting Notes](#)

 [WK4 Meeting Notes](#)

WK1 Meeting Notes

Date

28 Feb 2024

Participants

- @TB Brooker
- @gloriahlm
- @Ashraf Toor
- @Urban Creators
- @Anthony Tang

Goals

- Saying Hi to our teammates
- Making good relationship with our team
- Setting up Confluence

Discussion topics

Time	Item	Presenter	Notes
Tuesday 27/02/2024	Tutorial	Everyone	<ul style="list-style-type: none">• Forming a group & group chat, getting to know each team members too.• Every meeting notes should be written & submitted• 1st group assignment = Project report
Wednesday 28/02/2024	Workshop	Everyone	<ul style="list-style-type: none">• Setting up Team home page, profile & team agreement includes agreement on those who doesn't do the work well.• Setting up 2 Meetings:<ul style="list-style-type: none">◦ Facilitator Meeting: on Wednesday at 6:30PM (Online)◦ Team meeting: Tuesday after tutorial

Action items

- ☒ Forming a Team
- ☒ Setting up Meeting time

Decisions



WK2 Meeting Notes

Date

5 Mar 2024

Participants

- @TB Brooker
- @gloriahim
- @Ashraf Toor
- @Urban Creators
- @Anthony Tang

Goals

- Understand Project Brief
- Start Working on project plan, risk assessment, roles and responsibilities.
- Making sure everything for Week 1 is done.

Discussion topics

Time	Item	Presenter	Notes
3:00-3:47	Group Meeting - Project plan		<ul style="list-style-type: none">• Identifying scope, base requirements and basic timeline• Understanding the Project Brief and having some rough idea on the timeline of the project and Team contribution & role• Filling up Project Plan, Roles & Responsibility, and Risk assessment form
6:30-6:45	Facilitator Meeting	@TB Brooker	<ul style="list-style-type: none">☑ Want to get feedback on team agreement and confluence☑ What is the exact due date for assignment 1? End of week 4 or tutorial of week 4? 11:59 Sunday of week 4♦ Our project does not require front end.♦ Project is 60 marks overall, project setup/confluence is 20 of those marks.♦ Group project is the most easier to get good marks, so let's do well on this.♦ We should make a list of things we don't understand of the brief, send it to him/ ask the questions on next class.♦ Jira - do minimum that is required♦ Workshop tabs have a look at it.

			<ul style="list-style-type: none">♦ atm up to week 4 is gonna be planning the project. then We are going to design the project after week 5 ERD Relationship diagram, then translate the ERD into database using SQL tables to create tables♦ Project Proposal & requirement documentation due Sunday Week 4 11.59PM
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✓ Action items

- ✓ Project Plan
- ✓ Roles And Responsibility
- ✓ Risk Assessment

📌 Decisions



WK4 Meeting Notes

Date

12 Mar 2024

Participants

- @TB Brooker
- @gloriahlm
- @Ashraf Toor
- @Urban Creators
- @Anthony Tang

Goals

- Finish the first assignment (Project design)

Discussion topics

Time	Item	Presenter	Notes
Tuesday 3:20 - 3:50	Work assigned/finished		<ul style="list-style-type: none">• Draft of data tables and fields was created over the last week. (By @Anthony Tang ?)• Finish up Empathy Map @Anthony Tang• @gloriahlm and @Urban Creators starting to turn the data tables and fields into an ERD• Everyone should think about any questions they have for final facilitator meeting before assignment is due• Meeting notes - @TB Brooker (add your name is you add to the meeting notes)• ERD draft finialised @Anthony Tang
Wednesday 6:30pm-6:45pm	Questions	Present: @Urban Creators @Anthony Tang @TB Brooker	<p>Add questions about project brief here</p> <ul style="list-style-type: none">• Can we get feedback on product requirements page and ERD - See meeting notes below. To do list has been added to pages that need extra work• What do we work on now? Working on the ERD more? - We will look at designing project in following weeks• Ask if the draft ERD needs to be more complex and if its correct - ERD is fine, only worth 1 mark for assignment 1 <p>Notes from the meeting</p> <ul style="list-style-type: none">• Project plan: why are we making the database - what real world benefit does it provide.• Timeline should have more detail. Add each thing we need to submit.

			<ul style="list-style-type: none"> • Product requirements: Goals can come from product requirements • In the next weeks we are looking more at design • Risk assessment: Should have a background. Our background is we are a group of students working on a group class project.
Thursday 6pm?		Attendees:	<ul style="list-style-type: none"> • Work on remaining action items or assign tasks so that we can finalise submission • Add notes after the meeting

✓ Action items

- ✓ Need to have [draw.io](#) added as an app to confluence so everyone can work on the ERD not just one person. - Needs to be added by @Ashraf Toor
- ☐ Need to decide when we are submitting the assignment - @gloriahlm
- ✓ Add background to risk assessment and action items
- ✓ Fill out timeline - @TB Brooker
- ✓ Project Plan: Include why the database is being made
- ✓ Goals to product requirements should be specific, measurable and time-based.

📌 Decisions

👍 Using [draw.io](#) for our ERD

👍

WK3 Meeting Notes

Date

12 Mar 2024

Participants

- @TB Brooker
- @gloriahlm
- @Ashraf Toor
- @Urban Creators
- @Anthony Tang

Goals

-

Discussion topics

Time	Item	Presenter	Notes
2:30-4:30	Tutorial Class and team meeting		<ul style="list-style-type: none">• Discussed ER diagrams• Clarifying what to fill on persona/empathy map/ Product requirement.• Finish up each team member's profile
6:30-6:45	Unit Convenor Meeting		<p>From meeting:</p> <p>suggestion: write down who is working on what</p> <p>We should write down our questions for each meeting so we can make better use of the facilitator sessions + have everyone's questions answered even when they can't make it</p>

Action items

- ☒ Empathy Map
- ☒ Persona
- ☒ Product Requirements
- ☐ Double check on unit convenor if Persona, empathy map, and Product requirement is completed.
- ☒ Clarifying The goal in project plan
- ☐ Er diagram (start - doesn't need to be finished)

Decisions

