Minutes of the Third Client Meeting

Terrific Group 1

Tuesday 23rd March 2010

Chair	Student1
Secretary	Student2
Members	Student3
	Student4
	Student5
	Li Jiang
Apologies	None.

1 Time and Place

The *third* client meeting for the Software Engineering Group Project was held in **Plaza Building, Room 2050** at **4:15pm on Tuesday 23 March 2010**.

2 Quorum Announcement

The Chairman announced that a quorum of the group was present, and that the meeting, having been duly convened, was ready to proceed with its business.

3 Summary of Previous Meeting

Student1 briefly recapped Monday's meeting which was largely focused on the upcoming group milestone and the remaining sections of the SRS that are yet to be completed.

4 Group Milestone

4.1 Overview

Student1 presented a quick overview of the contents of the group milestone, explaining how it was laid out.

4.2 Detailed Presentation

Student2 went through the detailed milestone report, explaining the individual stages of progress that the group has completed.

- The first week was mostly lost to the late scheduling of the lecture, so by the end of the first week, only a brief meeting between group members had occurred.
- In the second week team members were given positions and a group poster was created. The first client meeting was held which focused on requirements gathering.
- The third week was almost entirely dedicated to requirements elicitation and the preparation of the SRS document. Another client meeting was held which again focused on requirements gathering. It was originally believed that the first milestone was to be held in week three, so individual group members started on their individual milestone reports. However, due to the late-week scheduling of the first SEGP lecture, the milestone deadline was pushed back into week four. For practice, a *trial* milestone report was conducted in week three during the client meeting to get feedback from the lecturers.
- Throughout the course of the entire project so far, all team members have been improving their skills in LaTeX typesetting and most team members have been actively participating in all scheduled meetings. Each team member has also been working on their individual sections of the SRS and preparing agendas and minutes.

5 Individual Milestone Reports

5.1 Student1

- Participated in first week activities.
- Participated in the first client meeting, helping with requirements gathering.
- Elected programming manager.
- Familiarized self with SVN.
- Came up with some questions to ask the clients in the meetings.
- SRS: moved compiled user requirements into the main document.
- In charge of glossary and helping Student3 with the user requirements, but did not get around to assisting Student3.
    - Chaired group meetings.

5.2 Student2

- Elected project manager.
- In addition to participating in all of the group meetings and discussions, most of remaining time dedicated to organizing the running of the group and managing the group members.
- Has assumed the roles of both chairperson and secretary.
- Spent considerable time familiarizing self with LaTeX and ensuring that all documents are typeset in LaTeX. Also created templates (especially the SRS template) in LaTeX to assist in rapid development of standard looking documents.
- Has configured server to run Apache on startup and be accessible from any networked computer in the university. Also created a user group on the server to allow group members access.

5.3 Student3

- Delegated position of SVN configuration manager.
- Began reading the SVN manual.
- Secretary in the second week.
- Put in charge of user requirements and completed them.
- Familiarising self with LaTeX.
    - Resolving conflicts

5.4 Student4

- Attended all meetings, three client and five team meetings plus all additional ad hoc meetings.
- Secretary for the first few meetings and prepared the LaTeX document template that has been used for all minutes and agendas since.
- Took a very active roll in the making of the poster.
- Has taken the minutes on a number of occasions.
- SRS document:
    - Introduction sections, but will wait until more of the document is prepared for more resources.

  - Non-functional requirements.

- Has taken on a large amount of responsibility for the team.
- Assumed the role of Quality Assurance Manager.

5.5 Student5

- Chairperson throughout the third week.
- Writing in LaTeX when preparing the agenda.
- Put in charge of SRS System Features section
- Participating actively in discussions about the SRS, as well as suggesting and then adding features to the System Features section. LaTeX.

6 Project Administration

Li Jiang suggested a number of project administration requirements:

- Fix svn structure
- *Date* documents rather than just number them. This does not need to be applied retro-actively.
- Need to document SVN

7 Requirements Elicitation

Asked the lecturer for clarification about the SRS document and specifically the difference between a *user requirement* and a *system feature*.

7.1 User Requirements

A user requirement is how the user wants to interact with the system. The requirements are left in a way that is very similar to the original request from the client. User requirements are used to create system features, but in the user requirements section of the SRS there is no need to modify them from their original state.

7.2 System Requirements

System features come from organising user requirements into technical and development terms, which are later used in design. If the requirement seems too ambitious or too ambiguous then they may be discarded in a process called scoping.

- Possibly use use-cases.
- Describe system, scenario, usecase, response sequence.
- Assigned a priority, eg. 1-5 or low-high.
- Assist in planning the project, where high priorities are completed for the first increment, and low priorities may not be completed at all. This is useful to avoid un-necessary effort put into un-needed features or requirements.

7.3 Browser Support

The *TimeTrack System* will need to support Microsoft Internet Explorer 6.0+ and Mozilla Firefox 3.0+.

7.4 Communication

Very limited, but functional.

7.5 Tasks

- Can one person finish a multi-person task?
- Project manager signs off on a larger overall multi-person task.
- Developers sign off on their individual smaller tasks.
- Can assume minimal conflicts between developers as offline discussion resolves disputes.

7.6 Lists of Tasks to do

- Calendar of tasks done.
- Expected completions are only estimates.
- Do not limit tasks running, as the software is a tool to use, not to govern.

7.7 Glossary

- Process models are not important, can be removed from final SRS document.
- Analysis model gives the boundary of system
- More detailed scope goes in the SPMP

7.8 Non-functional

- Authorization
- Quality
- Usability
- Failure rate and quick recovery

7.9 Interface

- Visual is more of a design issue, GUI comes from high level discussion from early meetings.
- Interface requirements are more about general functionality.
- Simple graphics can be used but will be largely subject to change.
- Interface requirements gathering comes from prototyping.

8 Adjournment

The next meeting is a *group* meeting and will be held in **Plaza Building, Room 2050** at **12:00pm on Friday 27 March 2010**.
The meeting closed at 5:15pm.