Professional Computing

**CITS3200 Team 30 Project Meeting** horizontal line

**Date:** 04.08 **/ Time:** 6.00pm **/ Location:** Teams (Online)

**Chair:** Alexia Fassetta

**Minutes:** Alexia Fassetta

**Attendees:** Tanya Ward, Jordan Lee, Zack Zou, Edward Giles, Alexia Fassetta, Nicodemus Ong ​

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# The meeting was declared open at 6 pm, quorum was present.

# The meeting was declared closed at 6.38 pm, quorum was present.

**AGENDA**

| **Topic:** | **Actioned**: |
| --- | --- |
| Meet and Greet | All |
| Current developed system   * Features * Limitations * Requirements   1. Front End   2. Back End   3. Access/ Privacy | All |
| Actions for the Week   * Communication platform * Expectations - Sprint 1 | Tanya |

**MINUTES**

| **Item 1.1 - Tanya’s Introduction and Background**   * Scientist by training * Administrative and management * Back to research as a Research administration |
| --- |
| **Item 1.2 - Understanding Client Situation**   * Develope, Customise and implement a CRM * Need to gear operational data keeping to manage Multi-institutional research collaboration   + True value of proper systems   + Data appropriately linked up and records interconnected   + Effective and useful |
| **Item 1.3 - Logistics of Current workflow**   * There isn't one * Series of excel spreadsheets   + All maintained independent of each other   + Data Quality isn’t good   + Ineffective and time consuming * Why there is no CRM   + largely not utilised in Research   + Expensive and require customisation   + Lack resources eg; Small team   **Spreadsheets currently**   * 1 → People and information on employment * 2 → unique identifiers for publications   + Challenge as there are a lot of names. * 3 → students and training (supervisors relationships) * 4 → grants and projects (Not 1 to 1 relationships)   + Multiple researchers associated with them.   + Who of the people are connected to what projects   + Unique records for grants |
| **Item 1.4 - Common tasks:**   * Holding the data (add/ remove people) * Keep all historical data (need to include an end date) * Milestones: reporting deadlines * Who is associated |
| **Tanya’s experience with building an access Data Base**   * Access will not work as only Tanya was able to access it. * Can be used as an idea of how to build the front end. * IT → SQL server   + Front end was not user friendly and Difficult to employ * Local network Server   + Affiliated with UWA and have access to UWA systems   + Requirements     - Need a device to deploy the solution to. |
| **Item 1.5 - What aspects should we maintain:**   * Blank campus - not wanting to keep anything * **Navigation**    + structuring the data to pull information out in different ways * **Front end**    + Identify minimum data fields   + Layout is intuitively * **Outputs**   + Create reports   + Zero cost (other than time solution)   + Compatibility with multi user access and UWA system. * **Accessibility Solutions:**   + Not accessed by outside networks   + **Not good:** Solution only exists on a single physical computer.   + **Good:** server/ network/ intranet providing information, and able to access into the computer through a log in.   + **Best:** Support multiple concurrent users, able to access from any network. * **Internal management/ access hierarchy of information** * Requirements of Security of information   + Small admin team to be able to access   + Tier access     - Eg: Jane can access her own record   + Privacy constraints * **Data Requirements**   + Won't be publicly accessible/ no traffic |
| **Item 1.6 - Moving forwards**   * Data Sent from Tanya * Tanya will send all the spreadsheets * Public information will be available * Tanya will remove sensitive information   + Mobile phone numbers * Home addresses   Tanya Away until the 24th.   * make sure we schedule in meetings well in advance * Form of Communication: * Tania to Make a Team on Teams. * 1st sprint (Mid of August):   + Primary focus is on people as the record (contacts). People linked to other people, grants.   + Manage contact records -> whose active, defined people in couple of ways → form of contact type (eg; collaborator). |

**Summary From Zack;**Create a back-end management system, and then do queries, updates and deletes operations on data through the front-end. We need to deploy this website to the cloud to access it from anywhere.