Professional Computing - CITS3200 Team 30

**Team Meeting #2**

horizontal line

**Date:** 10 August 2022 **/ Time:** 6:00pm **/ Location:** Microsoft Teams

**Chair:** Edward Giles

**Minutes:** Edward Giles

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

**Apologies:**

## **Meeting Duration:**

# The meeting was declared open at 18:00, quorum was present.

# The meeting was declared closed at 18:52, quorum was present.

## **Confirmation of Previous Minutes:**

**Motion:** To accept the 07.08.2022 minutes as true and correct

**Moved:** Jordan, Edward, Nic, Alexia, Zack

**Moved Unanimously /** Moved by Majority

**AGENDA**

| Topic: | Actioned: |
| --- | --- |
| Can everyone contribute to the Git repo? | All |
| Initial ideas for epics - to be discussed with Tanya   * Functional requirements * User interface * Documentation * Hardware * Security | All |

**MINUTES**

| **Topic:** | **Post-meeting Actions**: |
| --- | --- |
| Everyone has gotten the Git repo code working except Alexia |  |
| Application design - Nic  Clarify meaning:   * What the front-end website is going to look like * Back-end schemas   Back-end design:  Central repo for resources  Edward gave a quick primer on Object-Relational Mapping  Cover this during the weekend meeting  Front-end design:  Cover this during the weekend meeting too  We need clear requirements now |  |
| Schedule a meeting in person, over the weekend  Scheduled: Saturday or Sunday, 1pm probably | Jordan - Ask Alexia about her availability |
| Schedule a meeting with the client  Scheduled: Thursday, 6pm | Jordan - send Tanya an email |
| Functional Requirements   * Able to record members’ basic details   (same info as in Excel sheets)   * Able to track which grants pertain to which members * Able to track which awards pertain to which members * Able to track which members are associated (info in spreadsheets) * Generate reports (?) * Keeping historical data (?) * Reporting on deadlines (?) * Extension work: “templated automated messaging” (?) | Questions for Tanya:   * What should be contained in reports? * To what extent should reports be customizable? * What data should be retained, and for how long? * What deadlines need to be reported, and what form should reporting take? * Can you clarify what the extension work is? |
| User Interface Requirements   * Intuitive layouts of forms * Should be minimally usable on mobile |  |
| Security Requirements:   * Users should be able to login, logout and change their password * The system may need to withstand hacking from the wider internet | Questions for Tanya:   * What are the different types of users and what level of access should they have? |
| Hardware Requirements:   * We need a server of some description to run it on. | Questions for Tanya:   * Do you want a local server or a cloud server? * Do you want it to be accessible from home? * Will we be given a server? * Can you pay for cloud services?   Actions: (ALL)  Research cloud providers’ pricing and resources |
| What should we do after the meeting?   * Further research on Django * Write personal reflections, due 17 August |  |