Professional Computing - CITS3200 Team 30

**Client Meeting #2**

horizontal line

**Date:** 11/08/2022 **/ Time:** 6.00pm **/ Location:** Online(Teams)

**Chair:** Edward Giles

**Minutes:** Zack Zou

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

**Apologies:**

# 

## **Meeting Duration:**

# 

# The meeting was declared open at 6.00 pm, quorum was present.

# The meeting was declared closed at 6.36 pm, quorum was present.

## **Confirmation of Previous Minutes:**

**Motion:** To accept the 10.08.2022 minutes as true and correct

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

**Moved Unanimously /** Moved by Majority

**AGENDA**

| Topic: | Actioned: |
| --- | --- |
| Asking Tanya Further Requirement Analysis Questions   * Reports * Access * Server |  |

**MINUTES**

| **Topic:** | **Actioned**: |
| --- | --- |
| Reports:   * What information should be contained * Customerization * What data should be retained, and for how long?   + Produce historical reports * What deadlines need to be reported * What form should reporting take?   + Does Not need to be formal (described as a phone book) * Clarification on the extension work   + “Send templated automated messaging from workflows”   + Connect to outlook |  |
| Access:   * What are the different types of users and what level of access should they have?   + 2 tiers     - Admin (primary - Tanya + >>)     - 4 people held in system - provided ability to see their own record   + Ability to access     - Good: Contact details     - Best: able to add Awards |  |
| Server:   * Do you want a local server or a cloud server?   + Cloud confirmed from team and tanya     - Tanya also agrees * Do you want it to be accessible from home?   + Yes * Will we be given a server? * Can you pay for cloud services? | Tanya to configure the budget  Team:  Budget costs now as well as future recurring costs |
| Communications moving Forward: |  |

**1.What kind of information needs to be recorded for each member?**

Minimum dataset:

* A name
* Some unit identifier
* An email address
* A contact record link that person to a publication
* The user of the system: Tanya or one or two other admin people.
* A column defines the relation: core or affiliate collaborators.

**2. Do people in different relationships store different kinds of information?**

* The core people will have more information stored than collaborators.
* More detail about their employment--> which organization.
* For affiliates: the information will be:
  + who they are
  + contact details
  + Do they have grants or not

**3. Output for the system:**

* A quick search(doesn’t need to be a formal report) takes different fields from different tables and puts them together for various purposes.

**3. Define the query:**

* Queries on people or projects based on different fields.
* Tanya expects queries to be more flexible and extensible instead of only using fixed field queries.
* All projects have at least one core and may have some affiliations.
* Expectation: (x project as an example)
  1. Know Who are the people in the x projects and what are their contact details
* Help manage the project (organize meetings, remind the due, etc.)

**6. Employee turnover:**

* Data does not want to be deleted, changing the value of a specific field to indicate the current status of this employee.
* Because it is possible to run queries based on historical data generated by this employee.

**7. Report Requirements**

* The generated report regarding query results does not need to be stored in the database, but she expects to save some query results.

**8. Budger Clarification:**

* requires constant feedback to make choices.

**9. Cloud Services**

* Projects need to be deployed to the cloud, and the office has machines that run as servers.

**10. Clarify the extension:**

* Send templated automated messages
* Where the system can automatically send emails to remind the team members according to the deadline using the preset template (template reuse).
* connected to the outlook

**Access :**

* two tiers
  + admin: full access
  + People held in system :see their own record