Professional Computing - CITS3200 Team 30

**Mentor Meeting #1**

horizontal line

**Date:** 19/08 **/ Time:** 2.00pm **/ Location:** online (teams)

**Chair:** Nicodemus Ong ​

**Minutes:** AlexiaFassetta

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

**Apologies:** Jordan Lee

## **Meeting Duration:**

# The meeting was declared open at 2.00pm, quorum was present.

# The meeting was declared closed at 2.45pm, quorum was present.

**AGENDA**

| **Topic:** |
| --- |
| Meeting Judy and Brian - Introduction/ background |
| Introduction of Project and our team |
| Sprint 1 challenges   * Management * Technical |

**MINUTES**

**1.0 Introduction:**

Judy Cooper: Manager Applications & IT PMO

* Legacy ERP support (enterprise Resource planning)
  + Delivery of IT projects
  + HR / Accounts payable / asset management/ manages end to end all the resources required to run the company.
  + Adding users/ configurations.
  + Previously worked Rio

Brian Hislop: technical input

* Application/ integration lead
* Data integration- cloud Azure services

**2.0 Introduction of the project:**

* Database Project
* Storing multitude of information
* Pre-defined queries to test data
* More dynamic as the system works

How we plan to tackle the project:

* Sprint 1 - gather and analyzing requirements
* Sprint 2 - Create, View, Update deliverables

**3.0 Sprint 1 challenges:**

**3.1 Management expectations**

* Mitigate over promising and under producing.
* Understanding and estimating timeframes.
* Break down: requirements/ scope → resources (time/budget) → outcome
  + Should have, Would have, Must have
  + Create a MVP
  + Prioritization in a project

Changes in scope

* Underpin a agile methodology
* Focus on negotiations
* Aim for sprint delivery rather than a 12 week product.

Client value

* Prioritize requirements through our Dollar value (people effort)
* For each functionality
  + Time per hour for staff
  + Create a task per hour and how that would

Certainty Methodology - Edward

* Use time x estimate of confidence

Brian's responses:

* Lack of experience makes it difficult to estimate the timeline
* Make sure you utilize documentation/ standardization
* Agile/ Waterfall/ Dynamic operations
* Deployment pipeline approval for team members

**3.2 Technical delivery**

User Stories

* Maintain at a high level
* Acceptance criteria
* Break down into a series of tasks

Project management

* Project delivery websites
* Trello
* Github

Deploying software to the cloud

* WesCEF - uses Azure (microsoft)
* Focus on automation