Professional Computing - CITS3200 Team 30

**Client Meeting #3**horizontal line

**Date:** 13/09/22 **/ Time:** 6.30pm **/ Location: Online** (teams) **|** In Person - EZONE 2A

**Chair:** Jordan

**Minutes:** Alexia

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

**Apologies:**

## **Minutes Duration: 53 mins**

# The meeting was declared open at 6.30pm, quorum was present.

# The meeting was declared closed at 7.23pm, quorum was present.

## **Confirmation of Previous Minutes**

**Motion:** “To accept the 28/08 minutes as true and correct.

**Moved:** Alexia

**Moved Unanimously** / Moved by Majority

**AGENDA**

| **Topic:** | **Actioned**: |
| --- | --- |
| 1.1 Reportable actions undertaken during Sprint 2 | All |
| 1.2 Deconstruction (admin view) | Nic |
| 1.3 Tanya Critiques | Tanya |
| 1.4 Questions | Edward |
| 1.4 Cloud/ Server comparisons and Recommendations | Alexia |
| 1.5 Further Remarks / Next sprint | All |

## **1.1 Update / Reportable actions undertaken during Sprint 2**

## **1.2 Deconstruction (admin view)**

Nic Provided a live demonstration including:

* Login & Authentication - how its protected
* Table views
* Ability to add, edit & delete
* Produce pre-defined form & export as csv

## **1.3 Tanya Critiques**

**FRONT END:**

**Autosave button and delete button**

* Doesn’t automatically save unless you consent for it

Our solution

1. Save everything you have changed after you press the “Save Button”
2. Undo

**Modify what Fields are displayed:**

* Don't make subset as small →
* **ACTION ->** Send tanya email about what fields to include in the people's table.

**Bulk Add**

* In the future look into bulk adding with a CSV file

**Time Limit**

* 30 minutes of inactivity (no shorter than 15) before you will need to sign in again.

**Drop downs**

* Don't use drop downs - to exhaustive especially with long lists

**Delete functionality**

* Prefer deactivated rows as opposed to deleted records
* Each individual record has a status of activity
  + Active state - displayed
  + Inactive state - kept in system but not displayed
* Pull reports from historical records.

**Search Useability**

* Boolean search (and this, not that)
* “Wild Card” / Partial information - eg; peoples names
  + Tanya previously used: Microsoft Dynamic CRM. Needed to select which dataset you were searching from
    - People - related tables which rolled up people and bring in fields from Organizational data
    - Difficult for us to create the interface but can do through the backend
* Conditionality between the different sheets (otherwise it's just Excel)
  + Value is in the reports of the subset data.

**Security**

* University to source data and database meets x,y,z security
* Controvening to adhere to policy/ standards/ ISO type references
* **ACTION**: Discuss with UWA IT security about different regulations put in place to adhere to their security levels.
* De-identify data so we don't have to conform to stricter privacy levels

**Future / Documentation / Code**

* Sufficient documentation to be able to modify and enhance the system without being bogged down
* If Tanya wanted to make changes in the future - would have to be done through the backend code.
  + Eg; To change the views in the website

**Report formatting - Table template**

* Export of the data is captured in real time
* Set up a report in excel - set of data with expected pre formatted fields.
* Suggestions: Pdf, Macros build in
* Allow Tanya the functionality to manage and modify the report
* Back end is not as achievable for Tanya

**Minimum data / Required fields**

* Constraints to allow a record to be created
* Name and email address is essential

## 

## **1.4 Questions**

**Clarify Search and Report**

**Predefined search**

* Format defined within the system to present a usability function
* Preset views: this work present this view (which filters by fields)
* Across table is doable

**Researchers’ view & access**

* Do they register an account by themselves OR is the username & password created by admin and provided to them OR share the link and they register themselves.
  + Given number is small: Doesn't matter in terms of functionality - not a high priority
* What can a researcher (regular user) see and have access to on this application.
  + Can only have access to their own records to update their data
  + If they can still see their data in the system - this is still of value

## **1.5 Cloud/ Server comparisons and Recommendations:**

* Resources to move the application to the cloud server are exhaustive. Considering work load and prioritization of other tasks - seems less doable.
* Solutions if not on cloud:
  + On a local premise for the server but any computer
  + VPN access remote connection.
    - **ACTION:** Discussion with the university / Micheal protocol with UWA security

**1.6 Further Remarks/ Next Sprint**

* Create working prototype
* Need and want to gage different functionalities which we can deliver
* Send Tania a prioritization document with considerations including
  + Time
  + Effort
  + Opportunity Cost (what functions will be forgone).