## CITS3200 Team 23

## Minutes of Meeting 2 held on August 4, 2021

Present: Davinh, John, Anthony, Nicholas, Jeremy (Discord), Valerie (Discord)

Apologies:

Absent:

Meeting Started: 1:08pm

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|  | ACTION |
| 2.1 Roles   * Davinh, as Project Manager, to be Client Liaison Manager and Project Controller * Nicholas to be Project Configuration Manager, ie GitHub Manager * Nicholas to collect team members’ githubs and to create GitHub repository * John to be Quality/Assurance Manager * Anthony to be Minute Taker * Other roles such as coder, documenter, tester to be decided later * Need to come up with more roles or split Project Controller role   2.2 Requirements   * Functioning fee calculator: pick units and calculate fees * Calculating fees for post-graduate and international students * Users being students like us * Only showing ongoing courses * Related units * Course planner * Text-based search * Visually appealing presentation * Back-end improvements   2.3 Final requirements   * Proposed requirements to be discussed and modified * Once requirements have been finalised, will be sent to client for $100 test   2.4 Programming language   * Programming language planned to be used will be traditional web languages: HTML, CSS, JavaScript * ReactJS may be a good alternative and may be worth learning * Study current fee calculator to get more information on what tools to use   2.5 Auditor and mentor meetings   * Davinh to arrange auditor and mentor meetings for next week * Auditor meeting will most likely be same time as team meeting   2.6 Date of Next Meeting  Wednesday 11 August 2021, 1-2, in EZONE North Meeting Pod or Teams. | Davinh   Nicholas   John   Anthony     ALL                 ALL          Davinh  ALL |

Meeting Closed: 2:00pm