## CITS3200 Team 23

## Minutes of Meeting 3 held on August 8, 2021

Present: Davinh, John, Anthony, Nicholas, Jeremy, Valerie

Apologies:

Absent:

Meeting Started: 3:04pm

|  |  |
| --- | --- |
|  | ACTION |
| 3.1 GitHub   * Accessibility set up for GitHub   3.2 Roles   * Requirements analysis role suggested * Jeremy is assigned the project administrator   3.3 Additional Files   * Brand logo can be taken online * Montserrat font suggested for front-end   3.4 Requirements   * Functionality of the fee calculator for post-graduate and international fees * Next.js is suggested as a framework that can be used with ReactJS * Maintainability of the code must be considered * Front-end is prioritised * Accessibility required for people with disabilities * Course planner as an extension * Links on sidebar of Fee calculator * Agreement on similar layout as the Murdoch Fee Calculator   3.5 Sprint 1: Scope of Work, Skills and Resources Audit, Risk Register, Project Acceptance Tests   * John and Anthony assigned to Scope of Work task * Nicholas assigned to Skills and Resources Audit * Davinh assigned to Risk Register * Valerie assigned to Project Acceptance Tests, can possibly be done with Jeremy * Deadline for each task set on 15/08/2021   3.6 Stories (short requirements or requests written from the perspective of an end user)   * Jeremy assigned to Stories, can possibly be done with Valerie   3.7 Date of Next Meeting  Wednesday 11 August 2021, 1-2, in EZONE North Meeting Pod or Teams. | Nicholas     Jeremy       Anthony       Nicholas       ALL     ALL   John and Anthony  Nicholas  Davinh  Valerie   Jeremy    ALL |

Meeting Closed: 3:35pm