## CITS3200 Team 23

## Minutes of Meeting 4 held on August 11, 2021

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

Apologies:

Absent:

Meeting Started: 1:00pm

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|  | ACTION |
| 4.1 Scope of Work   * Discussing the Scope of Work * Some points in Requirements Document template may not be needed * Client-side rendering using React JS * Code modification section: easy maintainability by splitting code into multiple files * Documentation for backend and what the user sees when using fee calculator   4.2 Skills and Resources Audit   * Google form created to assess team members’ skills * Excel spreadsheet will be created for member’s skills * Table format suggested as the document   4.3 Risk Register   * Table format suggested as the document to be submitted for Risk Register * Discussing different types of risk   4.4 Project Acceptance Tests   * Jest may be used to test the fee calculator * Database testing * Calculator testing * Accessibility testing   4.5 Stories   * Plans to have a working fee calculator by Sprint 2   4.6 Git and GitHub   * Demonstration of the GitHub repository and downloading the repository   4.7 Date of Next Meeting  Wednesday 18 August 2021, 1-2, in EZONE North Meeting Pod or Teams. | Anthony and John  Nicholas    Anthony and John     Nicholas       ALL      Valerie  Davinh, John, Nicholas    ALL  Nicholas |

Meeting Closed: 1:52pm