**MEETING MINUTES**

**Professional Computing Project Team 03**

**MEETING OVERVIEW**

**Date:** August 21, 2025

**Time:** 10:00am – 11:00am

**Purpose:** Project coordination and ticketing system workflow discussion

**Attendees:**

* Matt Noble
* Rania Khan
* Hazel Wang
* James Felstead
* Chunyu Zheng
* Peter Fang

**KEY DISCUSSION POINTS**

**Project Status Update**

Team provided Matt Noble with overview of implementation plan (4-workstream architecture, 8-week timeline) and recent client meeting results with Dr. Chris Parsons, including API tier upgrades and document collection strategy.

**Ticket Management Organization**

Currently **8 tickets per person**, with James and Peter sharing 16 tickets for their joint work stream. Discussion focused on proper ticket assignment and documentation for task clarity.

**Documentation Standards**

Matt emphasized need for **detailed ticket descriptions and acceptance criteria** for auditor reviews, rather than simple one-line descriptions. Important for both compliance and team collaboration.

**ACTION ITEMS**

|  |  |  |
| --- | --- | --- |
| **Task** | **Responsible** | **Deadline** |
| Add detailed descriptions and acceptance criteria to all tickets | All Team Members | This week |
| Remove unnecessary tickets and create new ones for missed tasks | All Team Members | This week |

**Meeting concluded with positive feedback on team planning and organization.**

**Meeting Minutes Prepared by:** Rania Khan  
**Date Prepared:** August 21, 2025