| RMIT_POS_CMYK | **Introduction to**  **Information and Technology**  **Semester C - 2021**  **Meeting Record Sheet** |
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| Date: | | | 23/12/2021 |
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| Team Name: | **Group 1: Memeiacs** |  | |
| Members Present: | Nguyen Thu Thuy (Lala) - s3870273 | Vu Quoc Gia Quan - s3927120 | |
| Dang Hoang Anh Khoa - s3836606 | Mai Duc Minh - s3681447 | |
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| Discussed: | Scan through the description of Assignment 3 and Presentation. |
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| Agreed: | **ASSIGNMENT 3 CONTENT:** (Review Lecture W9 for Asm3 description)  1. Team profile  \_ Team Name: REUSED  \_ Personal Info: REUSED  \_ Group processes: (Lala)  \_ Career plans: (should we reuse from asm2?) Review lecture W9  2. Tool: REUSED  \_ Make improvements to fit the content of Asm3  \_ Pull the code from this repository: https://github.com/s3681447/memeiacs and research how to use “git add –all” command to commit image folder.  3. Project Description: REUSED from Asm2  \_ Add a detailed timeline.  \_ Techniques how to implement a UI for the software.  \_ Build real tool for testing using Python.  + Overview:  + Detailed Description   * + Aims: (Have not distinguish between Overview and Aims)   + Plan and Progress (reused from Asm2 or any further detail?)   + Roles: Define specific roles that fits the project scope   + Scope and limits: REUSED from Asm2   (Definitions:  \_ Project scope: specific requirements are set for completion. \_ Project creep: the requirements tend to increase/change over time that likely to cause issues to the dev team.)  List out the deliverables/features, describe and analyze the scope creep for each of the feature (what will be done? What can be improved in the future when another team takes over the project or when the time is feasible for additional features? )  (Have another meeting to discuss about scope creep)   * + Tools and Technologies: (REUSED from Asm2)   + Testing: build a tool, after completing the software the team will hand in to users for testing.   + Timeframe: (make a timeline of 16 Weeks)   + Risk (make a risk assessment table about scope creep, time pressure, health issue...)   + Group processes and communications: Communication between members, communication between team members and lecturer   + Skills and Jobs: Think of 4 extra positions just like the job advertisement in Asm 1.  + Group Reflection:  Contain both Personal and Group perception.  **PRESENTATION CONTENT:** (Try to finish the slide and content in January 2nd)  1. Identification (Everyone)/ Description (Quân)  2. Need / Want / Users / Market (Lala)  3. Innovation: purpose, impact of the tool after released. (Reference Asm2) (Khoa)  4. Mechanics / Design: Display Mock Views. Make a short video and narrate during presentation (Minh) |
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| To do  for next meeting: | Make a template for Assignment 3 report and presentation slide.  Try to prepare personal information. |
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| Date of Next Meeting: |  |
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Team Member Signatures:

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Supervisor Signature:

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