Used car sales website / Matchmaking System

In class Meeting in week 2
Meeting No: 3

MEETING DETAILS

DATE:	27/07/2018
TIME:	12:30 - 14:30
VENUE:	14.06.19 / RMIT
ATTENDEES:	Xin Xie
	Morgan Sylven
	Moonyoung Jung
	Matthew Hezel
	Jimin Ahn

AGENDA

1. **Choose the project topic and requirements:**
   ○ Decide the topic : Used car sales website.
   ○ Check and reference the exist website template.

2. **Gather system requirements for the project :**
   ○ Choose the prefered language for the project : PHP, Html, CSS, Javascript, Bootstrap. MySql for database. More options would be considered during project progress.

3. **Decide the role for next week's tasks:**
   ○ Gantt chart : Matt / Jimin
   ○ Product Backlog : Jimin / Matt
   ○ Individual part for everyone
   ○ Divide the section for: Moon, Jimin / Morgan, Xin
   ○ Set up C9 : Moon

4. **Preparation for the next week:**
   ○ Be specific for the system requirements.
   ○ Finish the draft version of the project charter
   ○ Finish individual Timesheet

5. **Feedback from the client:**
   ○ Each week, prepare the simple mockup wireframe (expectation product) screen for the client. (After week 4)
   ○ Record and back up the updated features.
   ○ Project management + communication : soft skills, records of contribution and work of team members.
   ○ All of the works will be tracked by team's backlog.

- Need two kinds of meeting minutes : In-class meeting minutes / Scrum meeting minutes. (Outside the class) At least one scrum meeting minute in a week.
- Individual time sheet : Duration of the task and the task name. Keeping track the task and update.
- Need to provide UML diagram (or state diagram, class diagram) for corresponding system requirements.
- Can ignore non-technical documents for now. (Starting from week 5)
- Bonus mark up to 5% - If we can have a consultation with real world technical person (Industrial person) and document the feedback. Just mention the organisation.