Minutes of Meeting

Project Report - Review

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22 August 2024

Meeting organizer:	Anda Ziemele
Minute taker:	Helen Oi Lam Siu
Time:	12:30 UK | 19:30 HK
Venue:	Google Meet, WhatsApp
Team Members:	Anda Ziemele, Helen Oi Lam Siu, Mario Butorac, Samuel Harrison

Participants:	Anda Ziemele (Anda)
	Helen Oi Lam Siu (Helen)
	Mario Butorac (Mario)
	Samuel Harrison (Sam)

No	Topic	Detail	Status	Follow up	Deadline
1	Requirement and Assumption	1.1 All members need to review and finalize the missing requirements. 1.2 Discuss whether today's technology should be applied.	WIP	All members will review and finalize the requirement and assumption list.	By the next meeting date.
2	Word Count Limit	2.1 Consider converting the current list or table to a diagram to reduce word count. 2.2 Agreed to draw a use case or electrical diagram. 2.3 Consider using draw.io for drawing. 2.4 All members are unsure if we have to fulfill a 2-page requirement or a 1000word limit.	WIP	Sam will email the professor to clarify the word count limit.	N/A
3	Methodology	3.1 Discuss the justification for the additional framework PRINCE2. 3.2 Consider removing PRINCE2 and focusing on SCRUM to reduce word count.	WIP	No conclusion yet; will be discussed in the next meeting.	By the next meeting date.
4	Risk Management	4.1 Consider removing the Risk Management Plan to reduce word count.	Done	Deleted and reserved for Assignment 2.	N/A

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5	Budget and Cost Calculation	5.1 Calculate based on the finalized timeline and component list.	WIP	Helen will finalize the calculation by the next meeting	By the next

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					meeting date.