Inception Meeting and Kicking-Off |MINUTES

9/26/2024 10:30 AM

Cégep Heritage College, 325, boul. de la Cité-des-Jeunes, Gatineau QC Canada J8Y 6T3. Room B219 or B221

# Attendees

|  |  |
| --- | --- |
| Christopher Elliott  Joshua Magnan  Pierre Badra  Richard Chan  Ryan Somers  Sabrina Tochkov  Sebastian Canales Burke | (Scrum Master)  (Scrum Team Member)  (Scribe, Scrum Team Member)  (Product Owner)  (Scrum Team Member)  (Scrum Team Member)  (Scrum Team Member) |
|  |  |

# Invited but Did Not Attend

N/A

# Subject

The meeting's purpose is to discuss project features, organize them into epics, talk about methodology and timelines and open the door on team client comms.

# Discussion Topics

* The System’s Roles
* The System’s Key Requirements
* The “New Semester” Feature on AMS, its Purpose and Relevancy
* GUI and User Interface
* Different Authentication Scenarios Required in the System

**General**

Decisions

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| --- | --- |
| D1 | For now, focus on making the system work for college domains using 2FA, then implement other identity providers. Prioritize the local college network. |
| D2 | The system must not use LDAP |
| D3 | Administrators must have the ability to monitor and have reports of all the applications. |
| D4 | The system’s architecture must eventually support 2FA |
| D5 | For now, try with one application and one service provider at the beginning. |
| D6 | Administrators must have a central location where the Administrator can see all the roles added by the Application Specific Administrators. |
| D7 | Wants the Application Specific Administrators to have the ability to do multiple tasks by themselves to relieve the overall burden and responsibility of the Administrator. |
| D8 | Prioritize the local college network first on a domain using 2FA. |
| D9 | The system does not have to initially have 2FA, but eventually due to college mandate. |
| D10 | The system must have documentation on the integration of new applications. |
| D11 | The system must have documentation for migrating the current AMS to the new authentication system. |
| D12 | The system name must encompass the application purpose, not only one specific feature. |
| D13 | The GUI can be the same for overlapping features present in both Administrator and Application Specific Administrator roles. |
| D14 | Applications can have one or many identity providers. |
| D15 | Application Specific Administrators can manage many apps. |
| D16 | Application Specific Administrators can only see the roles they have added to their applications. |
| D17 | The system can be many Applications Specific Administrators. |
| D18 | The system can have many Administrators. |
| D19 | Application Specific Administrators cannot have access to other Application Specific Administrators and their information. They can only access their own applications, roles and users they have configured. |
| D20 | Roles Are:   * Administrator (can see everything) * Application Specific Administrator (Can only see the users and roles for the specific application) * Application Specific Developers (Can only access the app and its services that they are configured in) * Application Specific Users * **Identity Providers** |
| D21 | The system must have some way to update and manage data like the “New Semester” feature in AMS. “New Semester” is obsolete due to the exclusion of CLARA. It was used to manage current data and handle offboarding and onboarding information. |
| D22 | Long-term security needs to be there. Wants everything to use https protocol for data encryption. |
| D23 | It must eventually be cloud based (Low priority for now) |

# Actions

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| --- | --- | --- | --- | --- |
| A1 | Scrum Team | Additional research on IAAA and identity providers. | Open | Next Meeting (Meeting date not yet determined) |
| A2 | Scrum Team | Find and present a name for the system | Open | Next Meeting (Meeting date not yet determined) |
| A3 | Scrum Team | Additional research on LDAP alternatives | Open | Next Meeting (Meeting date not yet determined) |
| A4 | Pierre | Send meeting minutes to Scrum Team | Closed | 2024/09/27 |
| A5 | Scrum Team | Stay informed about the new AD system for the college. | Open | 2024/11/30 |

# Follow up and next steps

Next meeting showcases a design of the system Blackbox architecture and present the application name.