**Minutes  
IT Project Management Plan  
Meeting No. 1**

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| **Location** | Swinburne Hawthorn Campus Room EN401 | | | | |
| **Date & Time** | Tuesday, August 06, 2024 8:30am | | | | |
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| **Contributors** | Henry Richardson Matthew Cross Seth Kalantzis | | | *Meeting Facilitator Secretary* | |
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| **New Items** | | | | | |
| **Item** | | **Discussion Points** | | | |
| **Project Management Tool**  ***Owner:*** *Henry* | | * The team has experience using Jira. * Interested in exploring Trello as it appears more lightweight than Jira. | | | |
| **Clarifying Project Requirements with Tutor**  ***Owner:*** *Henry* | | * Project requirements: Internal * Closure Plan: External / Customer facing. * Risk Management: Mitigating expected risks * Monitor and Control: Version control. | | | |
| **Additional Meetings**  ***Owner:*** *Seth* | | * Possibility of additional meetings throughout the week. * Decided not to implement for now, will reassess as workload increases. | | | |
| **Divide Work**  ***Owner:*** *All*  ***Deadline:*** *August 13* | | * Everyone to develop a list of project requirements to merge next week. * Everyone to develop a mock up for the website to discuss next week. * Risk Management: Matthew * Monitor and Control: Henry (Consider different project management tools) * Create GitHub Repo: Seth * Meeting Minutes: Matthew * Team introduction: Each to write a personal blurb. | | | |
| **Questions About Assignment**  ***Owner:*** *All*  ***Deadline:*** *August 13* | | * What kind of API should we be using (Do they need to be up to date, how detailed, paid?) * Do we need to know about project 2 and 3 to plan project 1? * Will ask questions during lecture on August 12. | | | |
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| **Action Items** | | | | | |
| **Action Item** | | | **Owner** | | **Deadline** |
| * **Develop list of project requirements.** | | | *All* | | *August 13, 2024* |
| * **Create a wireframe mock up for the website.** | | | *All* | | *August 13, 2024* |
| * **Write Risk Management section.** | | | *Matthew* | | *August 13, 2024* |
| * **Write Monitor and Control section.** | | | *Henry* | | *August 13, 2024* |
| * **Create GitHub Repo.** | | | *Seth* | | *August 13, 2024* |
| * **Write a blurb for Team Introduction.** | | | *All* | | *August 13, 2024* |
|  | | | | | |
| **Next Meeting** | | | | | |
| **Location** | Swinburne Hawthorn Campus  Room EN401 | | | | | |
| **Date & Time** | Tuesday, August 13, 2024 8:30am | | | | | |



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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Henry Richardson  *Meeting Facilitator* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Matthew Cross  *Secretary* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Seth Kalantzis  *Attendee* |