**Minutes  
IT Project Management Plan  
Meeting No. 2**

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| **Location** | Swinburne Hawthorn Campus Room EN401 | | | | |
| **Date & Time** | Tuesday, August 13, 2024 8:30am | | | | |
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| **Contributors** | Henry Richardson Matthew CrossSeth Kalantzis | | | *Meeting Facilitator Secretary* | |
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| **Action Items from Previous Meeting** | | | | | |
| **Item** | | **Discussion Points** | | | |
| **Develop a list of project requirements.**  ***Owner:*** *All*  ***Status:*** *Completed* | | * All team members created a list of requirements. * Seth’s are the most fleshed out. Covers a lot of what we expect to be the requirements for the project. * Confirmed with Tutor that we can set our own requirements for the final output. | | | |
| **Create a wireframe mock up for the website.**  ***Owner:*** *All*  ***Status:*** *In-Progress*  ***Deadline:*** *August 20, 2024* | | * Mock ups completed by Seth and Matthew. * Design brief and branding draft completed by Matthew. * Yesterday’s lectures provide clarity on requirements for this section: Need to explain all design decisions against usability principles and theories. * Deadline extended and additional work to be completed. | | | |
| **Write Risk Management section**  ***Owner:*** *Matthew*  ***Status:*** *In-Progress*  ***Deadline:*** *August 16, 2024* | | * Introductory sections completed. * List of risks completed and verified by team. * Final write up into Risk Register to be completed for next meeting. | | | |
| **Write Monitor and Control section.**  ***Owner:*** *Henry*  ***Status:*** *In-Progress*  ***Deadline:*** *August 20, 2024* | | * Outline of section completed. All requirements have been documented and discussed with team. * Final write up of section to be completed for next week. | | | |
| **Create GitHub Repo.**  ***Owner:*** *Seth*  ***Status:*** *Completed* | | * GitHub Repo created and all team members have joined. | | | |
| **Write a blurb for Team Introduction.**  ***Owner:*** *All*  ***Status:*** *Completed* | | * All team members completed personal blurb. * Some differences in perspective (first-person vs third person). * Decided to make all blurbs third person. Team to re-write (if required) and add to shared doc during the week. | | | |
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| **New Items** | | | | | |
| **Item** | | **Discussion Points** | | | |
| **Review of Work Completed.**  ***Owner:*** *All* | | * Most tasks completed to a preliminary level. Good baseline, but no tasks have been ‘completed’ yet. * Team happy with progress. Feel on-track for the first major milestone. | | | |
| **Clarify Project Requirements with Tutor.**  ***Owner:*** *Seth* | | * Clarified major project requirements with tutor to discover the functional requirements of the final project. * Clarity provided: Team is able to set their own functional requirements. * Decided to implement a model which can predict housing market prices based on provided criteria. * Additional ‘nice-to-have’ requirements to be identified and included in a separate section within the project scope. | | | |
| **Next Meeting.**  ***Owner:*** *All* | | * Next meeting set for Friday afternoon, 1pm. | | | |
| **Decision on work to be completed for next meeting.**  ***Owner:*** *All*  ***Deadline:*** *16 August, 2024* | | * **Seth**    + Further breakdown of requirements based on syllabus and expected project lifecycle.   + Create overview of project scope and phases. * **Matthew**   + Completed Risk Management section.   + Begin detailed explanations for project design section. * **Henry**   + Complete Monitor and Control section. | | | |
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| **Action Items** | | | | | |
| **Action Item** | | | **Owner** | | **Deadline** |
| * **Create Shared Document for Team to Work From** | | | *Henry* | | *August 13, 2024* |
| * **Expand Requirements Section** | | | *Seth* | | *August 13, 2024* |
| * **Create Overview of Project Scope and Phases** | | | *Seth* | | *August 20, 2024* |
| * **Complete Risk Management Section** | | | *Matthew* | | *August 20, 2024* |
| * **Draft Project Design Section** | | | *Matthew* | | *August 20, 2024* |
| * **Complete Monitor and Control Section** | | | *Henry* | | *August 20, 2024* |
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| **Next Meeting** | | | | | |
| **Location** | Swinburne Hawthorn Campus  The Junction, Meeting Room | | | | | |
| **Date & Time** | Friday, August 16, 2024 1:00pm | | | | | |



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