**Minutes  
IT Project Management Plan  
Meeting No. 3**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Location** | Swinburne Hawthorn Campus The Junction, Meeting Room | | | | |
| **Date & Time** | Tuesday, August 16, 2024 1:00pm | | | | |
|  |  | | | | |
| **Contributors** | Henry Richardson Matthew Cross  Seth Kalantzis | | | *Meeting Facilitator Secretary* | |
|  | | | | | |
| **Action Items from Previous Meeting** | | | | | |
| **Item** | | **Discussion Points** | | | |
| **Create a Shared Document for Team to Work From**  ***Owner:*** *Henry*  ***Status:*** *Completed* | | * Team Google Doc create and shared via Discord. | | | |
| **Expand Requirements Section**  ***Owner:*** *Seth*  ***Status:*** *Completed* | | * Requirements section completed and added to shared document. | | | |
| **Create Overview of Project Scope and Phases**  ***Owner:*** *Seth*  ***Status:*** *In-Progress*  ***Deadline:*** *August 20, 2024* | | * Project scope discussed by the team. * Preliminary decision to lock in developing a predictive model for housing market prices over time. Model also able to analyse the impact of certain features (E.g., number of bedrooms, size, location) on the price. * Primary Target Demographic decided to be Australian families looking to enter into the housing market, or upgrade their family home. * Secondary and Tertiary Target Demographics to include property investors, firms, corporations, and governments. * Identified the Project scope, WBS, WBS Dictionary and Gantt Chart development all go hand in hand and can be completed concurrently. | | | |
| **Complete Risk Management Section**  ***Owner:*** *Matthew*  ***Status:*** *Completed* | | * Risk Management section completed and added to shared document. | | | |
| **Draft Project Design Section**  ***Owner:*** *Matthew*  ***Status:*** *In-Progress*  ***Deadline:*** *20 August, 2024* | | * Prototype for the website developed and optimized in line with usability principles. * Project Design Section still to be written. | | | |
| **Complete Monitor and Control Section**  ***Owner:*** *Henry*  ***Status:*** *Completed* | | * Monitor and Control section completed and added to shared document. | | | |
|  | | | | | |
| **New Items** | | | | | |
| **Item** | | **Discussion Points** | | | |
| **Burndown Chart**  ***Owner:*** *Henry*  ***Deadline:*** *August 20, 2024* | | * Discussed using a burndown chart as an internal tool to track progress of tasks. * Once established, we can include a screenshot of burndown chart with each minutes to track progress over time. * May be of limited utility as the team is unable to accurately assign expected ‘hours-to-complete’ to each task due to lack of experience. * Henry to explore utility and present to the team during the next meeting. | | | |
| **Formatting of Final Submission**  ***Owner:*** *Matthew*  ***Deadline:*** *August 23, 2024* | | * Discussed the limitations of Google Docs for formatting of final documents. * Agreed to utilise Google Docs for the project draft, and finalize submission within Microsoft Word. | | | |
| **Internal Deadlines**  ***Owner:*** *Matthew* | | * Discussed external workloads and how the team prefers to work to complete tasks. * Agreed to set the following internal deadlines: * All sections completed: August 20, 2024 * Project submitted: August 23, 2024 | | | |
| **Change Management Process**  ***Owner:*** *Henry*  ***Deadline:*** *August 20, 2024* | | * The team identified that the issue of changing scope and project requirements was a recurring theme in discussions. * Identified the need for a formal Change Management process to ensure that the impact of any changing requirements is thoroughly considered and accounted for in the project schedule. * Henry to develop a Change Management Plan to include in the Monitor and Control section. | | | |
| **Review of lecture slides**  ***Owner:*** *Matthew* | | * Reviewed the lecture slides relevant to each major area of assessment for the project to determine exactly what was required. | | | |
|  | | | | | |
| **Action Items** | | | | | |
| **Action Item** | | | **Owner** | | **Deadline** |
| * **Complete Project Scope Statement** | | | *Henry* | | *August 20, 2024* |
| * **Add Change Management to the Monitor and Control section** | | | *Henry* | | *August 20, 2024* |
| * **Add an opening to the Time Management section** | | | *Henry* | | *August 20, 2024* |
| * **Complete Closure Plan** | | | *Henry* | | *August 20, 2024* |
| * **Complete Gantt Chart** | | | *Seth* | | *August 20, 2024* |
| * **Complete WBS** | | | *Seth* | | *August 20, 2024* |
| * **Complete WBS Dictionary** | | | *Seth* | | *August 20, 2024* |
| * **Complete Introduction and Background Section** | | | *Matthew* | | *August 20, 2024* |
| * **Complete Project Design Principles** | | | *Matthew* | | *August 20, 2024* |
|  | | | | | |
| **Next Meeting** | | | | | |
| **Location** | Swinburne Hawthorn Campus  Room EN401 | | | | |
| **Date & Time** | Tuesday, August 20, 2024 8:30am | | | | |



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