**Minutes  
IT Project Management Plan  
Meeting No. 5**

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| **Location** | Swinburne Hawthorn Campus Late Lab, Room LB128 | | | | |
| **Date & Time** | Saturday, August 24, 2024 1:00pm | | | | |
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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** | | | |
| **Expand Project Stakeholders**  ***Owner:*** *Seth*  ***Status:*** *Completed* | | * Completed and added to the shared document. | | | |
| **Reclassify Project Requirements**  ***Owner:*** *Seth*  ***Status:*** *Completed* | | * Completed and added to the shared document. | | | |
| **Add to Risk Register**  ***Owner:*** *Matthew*  ***Status:*** *Completed* | | * Completed and added to the shared document. | | | |
| **Update KPI Section**  ***Owner:*** *Henry*  ***Status:*** *Completed* | | * Completed and added to the shared document. | | | |
| **Complete Assigned Sections and Add to Shared Document**  ***Owner:*** *All*  ***Status:*** *Completed* | | * All report sections (except for Critical Path Analysis) drafted and added to the shared document. | | | |
| **Format Document for Submission**  ***Owner:*** *Matthew*  ***Status:*** *In-Progress* | | * Add drafted worked formatted in new Microsoft Word document. * Sections to be revised and added before formatting can be completed. | | | |
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| **New Items** | | | | | |
| **Item** | | **Discussion Points** | | | |
| **Expand Scope Management**  ***Owner:*** *Henry* | | * Scope Management section reviewed, and additional points added to each of the sections. | | | |
| **Limitations and Constraints**  ***Owner:*** *Matthew* | | * Identified a subsections within the report which discussed limitations and constraints in the approach to this project. Primarily focused on the inherent limitations of small-scale student projects. * Decision was made to cut these subsections from the report. | | | |
| **Risk Register Ownerships**  ***Owner:*** *Seth* | | * Updated ownership of certain risks. * Identified that ownership was hard to distribute as the project team consists of only 3 members. | | | |
| **Inclusion of images in the Monitor and Control section**  ***Owner:*** *Henry* | | * Sample Change Log added to the Monitor and Control Section. * Sample Burndown Chart added to the Monitor and Control Section. | | | |
| **Closure Plan**  ***Owner:*** *Matthew* | | * Review of Closure Plan and Acceptance Criteria. * Additions made to cover all ‘Must-Have’ requirements in the project scope. | | | |
| **Standardisation of References**  ***Owner:*** *Matthew* | | * Review of references identified some slight differences in reference style. * All references reviewed and standardised to Harvard style as per the project requirements. | | | |
| **Critical Path Analysis**  ***Owner:*** *Henry* | | * Critical Path Analysis completed collaboratively now that scope and schedule have been finalised. | | | |
| **Group Contribution Form**  ***Owner:*** *Seth* | | * Discuss team contributions and fill in contribution form together. * All team members contributed substantially and equally to the project. * Communication within the team was exceptional throughout the project. * Team happy to award full marks to all team members for contribution. | | | |
| **Finalize Project for Submission**  ***Owner:*** *Matthew* | | * Team had reviewed all sections of the report together and is happy that the submission meets the project requirements. * Project Report to be formatted by Matthew and shared with the team for submission. * Meeting minutes to be consolidated by Matthew and shared with the team for submission. | | | |
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| **Action Items** | | | | | |
| **Action Item** | | | **Owner** | | **Deadline** |
| * **Format Report** | | | *Matthew* | | *August 24, 2024* |
| * **Consolidate Meeting Minutes to a Single Document** | | | *Matthew* | | *August 24, 2024* |
| * **Submit Assignment** | | | *All* | | *August 25, 2024* |
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| **Next Meeting** | | | | | |
| **Location** | Swinburne Hawthorn Campus  Room EN401 | | | | | |
| **Date & Time** | Tuesday, August 27, 2024 8:30am | | | | | |



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