07
The MCI group meeting will be held on Wednesday 29th March 12:00 PM

Agenda

Team 05
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Note taking for the agenda:
Shuchen Wu
Tuesday 29th March 2022

1. Discussion of Business Plan & Draft Plan
1.1 Discussion of the structure and content of business and draft plan.

Business case
     -Exclusive summary
     -Project motivation - user pain point analyst
     -Project Overview & Scope
     -Benefit
     -Project Goal - expected outcome within the semester
     -Extension - both tech and function
Draft Plan
     -Project schedule & Tasks Breakdown for milestone 1 (schedule is an overview of the work, and the task breakdown should be the detail version of the schedule)
     -Role of the team
     -Communication plan
     -Risk management
     -Quality control

This is a brief structure that Shuchen came out with after reading the previous student sample and checklist. The meeting shall discuss the are we going to touch on all of them? Is there anything we did not cover? The abstract content of each area.
1.2 Brainstorm risks (could be technology, people, organisational, tools, requirements, estimation) and solutions (avoidance strategies, minimization, contingency plans). The outcome should be a risk matrix.
1.3 Discuss the milestone breakdown tasks
1.4 Brainstorm Quality control problem and solutions
1.5 Assign each part to a group member

2. Project develop task for this week

2.1 For the project aspect, discuss the goals for this week

2.2 Individual tasks assignment on github

As we are going to build up the structure of the website using React, we should figure out who is doing which component and how we manage to put everything together.