# Alpha Apples Meeting Minutes: 20150917

By Marty

## Attendance

David, Marty, Nomin, Lydia, Liberty

# Feedback from David

## Main suggestion

* Look at how other countries have dealt with similar situation
  + Canada, University of Waterloo
  + New Zealand
  + North American Indian
  + India
  + Africa - UN, Namibia
* Projects fail because they do not consider human aspect
  + Fiona Stanley Hospital tablets example

## Stage 1

### Scope statement

* Get a sense of outcome
  + Are we trying to help people to use
    - Social media
    - Email
    - Missing
* Project justification
  + Needs expansion
  + Provide method for people to apply for jobs online
  + Allow people to educate themselves
  + Provide digital access
    - Online knowledge
    - Understanding of IT literacy
* Wifi tablet is deliverable not scope

### Out of scope statement

* Not enough out of scope things
* If 10 in scope
  + 3 to 1 rule
  + 30 out of scope items
* What happens at end of 10 years
  + No longer responsible for
  + Ends in 2025
* Expects 30 to 40 items

### WBS

* Needs more Indigenous components
* ie. HR management
  + 2.5.1.1 Indigenous planning
* Communications
* Risk management
* Need to focus more on Human aspect

### Dictionary

* Not every item needs definition
* Find specifics
  + Acronym
  + Technical term

### Contract

* Honest and realistic
  + Not good to put in there
* Punitive
  + Based on things going wrong
* Prefer to see
  + Understand what to do when things aren't working
  + What will we do when evicting
    - Move on
    - Vote
    - Ask Lecturer to remove them group
* Too fluffy/cute/nice
  + Has to be real
* Needs to be more nasty

### Progress report

* More on what is going wrong
* How are we going to fix this

### Project 2013

* Keep it up to date
* Send MPP rather than word for WBS

## Stage 2

### Stakeholders

* Compromise with stakeholders
  + Liasons
  + Competitors
  + Department of corrections
    - Negative stakeholder
    - Not supportive/resistant
  + Health department
  + Centrelink
  + Education dept.
* Commercial
  + People who work with indigenous people
  + Logistics companies
    - Deliveries
* Power issues
  + How people are going to keep devices charged
  + Power?
  + Generator
    - DAA reports
* Think of from 10 years
  + What will we be doing for 10 years
* Stakeholder strategy
  + Neutral
  + Resistive
    - Maintain, informed
* Missing
  + State opposition
    - Need to be onboard

### HR requirements

* Isn't much of Indigenous components
  + BA
    - Have background in Indigenous coordination
    - Of Indigenous background
  + ie. Hospital
    - Indigenous doctors/nurses
    - Indigenous police
    - Indigenous teachers etc.
* Need more involved people
* Lots of BA, consultants, logistics
* Non IT people
* Responsibility matrix
* RACI

### Risk

* 50 risks
* Identify risk
  + Rank
* How to solve risks
* Resolve high impact
  + ie. Telstra not gonna cut it
  + Get another contract
  + Share risk
* Accept low impact/probability
  + Can avoid to out of scope
* Biggest risk
  + Most Indigenous people not going to accept tech/people delivering
    - Trust risk
  + Broken tablets
    - Asset Loss
    - What is acceptable
    - Report Fiona Stanley Hospital
      * Tablets
      * 1000 tablets dropped
    - How often to replace?
  + Sell tablets
  + Language/communication
* Apps
  + Symbols/pictures
  + Illiterate friendly
  + Communicate in digital format

# Action items

* Over this weekend
  + Everyone is going back to Stage 1 & 2
  + Implement David's suggestions
* Meet again Sunday to discuss Stage 3
* Are we still sending Stage 2 off tomorrow?

# Next Skype meeting

* With David: Wednesday 30/9/15 9pm AWST
* Group: Sunday 20/9/15 9pm AWST