# Alpha Apples Meeting Minutes: 20150930

By Marty

## Attendance

David, Marty, Nomin, Lydia, Liberty

# Feedback from David re Stage 3 deliverables

## Communication strategy

* High influence, need to identify communication methods
  + Indigenous
    - Communication method
      * May not have access to email
    - Need Indigenous elders
  + More than one option!
    - How to communicate with high value stakeholder
  + Method needs to be specific
  + Crucial for strategy
    - Dee Lightfoot
      * Interpreter
      * What if out of town
      * Sat phone?
* Project matrix
  + Multiple communication format
  + Multiple contact mechanism
  + Multiple frequencies
* Marketing
  + Social media component
  + We don't have this at the moment
* Look at recent Aboriginal reports
  + Look at social media campaign examples
    - What do Indigenous people look at

## Procurement

* Must determine cost baseline
* Must pick one tablet!
  + One of seven in research
  + Need more than 10,000 tablets
  + Decided on Getac Z710, see research for justification
* Important question
  + Will it last 10 years?!
* Ipad
  + If buying now, in ten years time
    - Are prices the same?
  + Cost estimate required for each year
* Cost baseline
  + Estimate if price will go up/down
  + Represent in table
  + Tablets bought every year
    - Some other items might not be purchased for awhile
* Think about lastability of product
* Need to address transport
  + Include vehicles
  + 4WDs
* Items for repair
* Scope determines
  + What items we need/don't need for procurement
* Trainers
  + Projectors
  + Screens
  + Teaching tools
  + Generator to power teaching tools
* More detail about items
  + Include URL to item
  + Specific version
  + Specific model
    - ie. Wifi hotspot
      * Range
      * Speed
  + etc.
  + Which specific applications
    - Which existing apps?
* Fill out empty tables
  + Add more useful criteria in proposal evaluation etc.
* Procurement risk management
  + Don't know what's going to be around in 10 years time
    - Procurement plan for item that doesn't exist yet

## Tender

* Internet
  + List preferred then put it up for tender
* Wifi installation
  + Same

## Quality management

* Need to include
  + Measurement of quality
    - Some kind of standard
    - ie. ISO
      * Wifi ISO
      * Table ISO etc.
  + Standards that relate to
    - Accessibility
    - Blind/deaf/english not first language
      * WCAG
        + WCAG 2.0

World computer access guidelines 2.0

* + Security issues
    - ISO standard
  + AS/NZ standards
    - Indigenous treatment
* Second part missing
  + Need to have something in quality management that
    - Double check to see what was ordered is actually delivered
    - Ensures there is no inequality
  + Independent tester/checker

## Gantt chart

* Initiation phase
* Timing
  + Months
  + Days

## Milestones

* Review of installed items complete etc.

# Action items

## Nomin

* Update communications plan with David's feedback
* Table showing a breakdown of project costs for Lydia
* Update apps research
  + Some ideas
    - Kids learn to read app
      * Provide portal to
        + http://www.aboriginalliteracyfoundation.org/
        + http://digitalliteracyhub.org/
    - Social media/free messaging app
      * May need to be built from scratch
  + Lydia's request: Give names to apps that need to be built from scratch
    - Also highlight in document for visibility
* Stage 4: Table showing breakdown of project costs

## Liberty

* Find overlay map of Internet access against communities map
* Update quality plan with David's feedback
* Add to risk
  + How to measure/control excess Internet usage
* Stage 4: GANTT Chart showing milestones/deliverables

## Lydia

* Update procurement plan with David's feedback
* Stage 4: Progress report

## Marty

* Research solar power
* Research wifi hotspot
* Help Liberty find Internet coverage for communities
* Stage 4: GANTT Chart showing milestones/deliverables
* Update stakeholder register
  + Indicate preferred providers

# Next meeting

* Skype chat 9/10
* Skype meeting 14/10

# Proposed due dates

* Stage 3 due 2/10
* Stage 4 due 9/10