# **MEETING MINUTES**

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| **Date of Meeting:** 12/08/2021 | **Location:** MS team **Chair:** |
| **Minutes Prepared By:** | Nara Eam |
| 1. Purpose of Meeting *(add rows as necessary under banner headings)* | |
| Learn more about user requirements and find out more details. | |

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| 2. Attendance at Meeting | | | |  |
| Name | Department / Division | Student ID | Meeting Type | Approved |
| Lida Tong | EMS | 22957193 | face2face |  |
| Liangbo Jin | EMS | 23078811 | face2face |  |
| Ethan Chen | EMS | 23067035 | online |  |
| Keli Yin | EMS | 22450718 | face2face |  |
| Yu Zhu | EMS | 23053734 | online |  |
| Nara Eam | EMS | 22805226 | face2face |  |

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| 3. Meeting Agenda |
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| 4. Meeting Notes, Decisions, Issues |
| Decision: Use SQLite as database.  Use Electron as major developing framework. |
| Notes: Things can consider when doing the project |
| Notes: Can modify or standardise just in a case we need to read in the excel files |
| Notes: Advise the clients disadvantages, and advantages for using that specific technology |
| Notes: Minimum viable product: upload the existing spread and generate the summary.   * Can prototype such as drawing or simple interactive dashboard for client to experience and give feedback, if that is what they consideredCreating a summary in a dashboard or report but able to filter (able to query the information) * Different roles with different UI (such as using bottom click), now can consider the main security is the file system * Can show the default dashboard * User able to filter the summary of hour spend on delivery, assessment (the main components that are important) * Filter different collections (units, levels, categories) * Easy to spot anomalies by just using the dashboard * Spot the error, pull up the comment to check whether it is an anomaly. Head of department can decide whether to contact the unit coordinator or it is ok. * Check function in the database, run a check on that (next meeting give to client) * Do some acceptance test (next meeting to give to client) * Prefer something to be more interactive (next meeting to give to client) * Data templates can change so the system needs to be as compatible as possible with different templates |
| Notes: Read in the and check the rules |
| Notes: Check the business rules |
| Notes: Security will be high impact but low urgency. Database will have different permission. Security also need to consider in the requirement and scope of the project but it can be used a features that can be added later.  Features backlog: features that can be added later.   * users can just click roles and access to that. It would be a lot of easier to add the login later * can migrate the database later * Security will come in when people can come in and make some change |

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| 5. Next Meeting | | | | | | |
| *Date: (DD/MM/YYYY)* | | 14/08/2021 | *Time:* | 10:00am | *Location:* | Online |
| *Agenda:* | Group meeting | | | | | |