Management of IT Project

MEETING MINUTES W1 30/09

horizontal line

30 SEPTEMBER 2022 / 11:45-12:30 / ONLINE (DISCORD)

# ATTENDEES

Ross Feeley, Ammar Ahmad, Wesley Atkinson, Silvia Horoba

# AGENDA

## New Business

Agenda Item / Presenter Name / Due Date

1. Prepare for the 1st client meeting / Wesley Atkinson / 05.10.2022

# NOTES

* Meet before the client meeting and decide on which of the questions prepared are the most important ones to ask. Take out any duplicate questions.
* Split the questions to all members so that each of us gets to talk to the client.

# ACTION ITEMS

Item Description / Responsible / Due Date

1. Prepare ten questions each, then select the most appropriate ones to ask the client in our first meeting / All / 05.10.2022

Management of IT Project

MEETING MINUTES W2 06/10

horizontal line

06 OCTOBER 2022 / 12:00-14:00 & 16:00-18:00 / CANTOR & OWEN

# ATTENDEES

Ross Feeley, Ammar Ahmad, Wesley Atkinson, Silvia Horoba

# AGENDA

## Last Meeting Follow-up

1. Refine the requirements after the meeting with the client.

## New Business

Agenda Item / Presenter Name / Due Date

1. Building the Project Initiation Document / Ammar Ahmad / 12.10.2022

# NOTES

* Start working on the Project Initiation Document based on the examples provided in class and split the main contents between group members so we can finish it by the next meeting.

# ACTION ITEMS

Item Description / Responsible / Due Date

1. Purpose of the PID, Scope and Exclusions / Silvia Horoba / 12.10.2022
2. Background, Objectives / Wesley Atkinson / 12.10.2022
3. Outline of Deliverables, Constraints / Ammar Ahmad / 12.10.2022
4. Assumptions / Ross Feeley / 12.10.2022

Management of IT Project

MEETING MINUTES W3 13/10

horizontal line

13 OCTOBER 2022 / 12:00-14:00 & 16:00-17:00 / CANTOR & OWEN

# ATTENDEES

Ross Feeley, Ammar Ahmad, Wesley Atkinson, Silvia Horoba

# AGENDA

## Last Meeting Follow-up

1. Project Initiation Document.

## New Business

Agenda Item / Presenter Name / Due Date

1. Force field analysis / Ross Feeley / 19.10.2022
2. Review/further elaborate the PID / Silvia Horoba / 19.10.2022

# NOTES

* Discussed the force field analysis concept presented in class and came up with some drivers and restraints for our project.
* We discussed any changes that need to be made to the PID.

# ACTION ITEMS

Item Description / Responsible / Due Date

1. Build the Force Field Analysis and reflect on the changing and resisting forces / All / 19.10.2022
2. Review the first chapters of the PID and add any further information and improvements if necessary / All / 19.10.2022

Management of IT Project

MEETING MINUTES W4 20/10

horizontal line

20 OCTOBER 2022 / 12:00-14:00 & 16:00-18:00 / CANTOR & OWEN

# ATTENDEES

Ross Feeley, Ammar Ahmad, Wesley Atkinson, Silvia Horoba

# AGENDA

## Last Meeting Follow-up

1. Wireframes and finalise PID.

## New Business

Agenda Item / Presenter Name / Due Date

1. Product Breakdown Structure / Wesley Atkinson / 26.10.2022
2. Work Breakdown Structure / Silvia Horoba / 26.10.2022

# NOTES

* We discussed what the outcomes to be achieved are and how we could split the work between the staff members.
* Asked the client more questions about the requirements and deadline.

# ACTION ITEMS

Item Description / Responsible / Due Date

1. Build the PBS / Wesley Atkinson & Ammar Ahmad / 26.10.2022
2. Build the WBS / Silvia Horoba & Ross Feeley / 26.10.2022

Management of IT Project

MEETING MINUTES W5 27/10

horizontal line

27 OCTOBER 2022 / 12:00-14:00 & 16:00-17:00 / CANTOR & OWEN

# ATTENDEES

Ross Feeley, Ammar Ahmad, Wesley Atkinson, Silvia Horoba

# AGENDA

## Last Meeting Follow-up

1. Product Breakdown Structure.
2. Work Breakdown Structure.

## New Business

Agenda Item / Presenter Name / Due Date

1. Gantt Chart / All / 02.11.2022

# NOTES

* Following the Gantt Chart lecture, we discussed which software would be better for building one. We have reviewed the options and tested a few free software (Asana, Jira, Smartsheet), but in the end, we decided to use ProjectManager as it is similar to Microsoft Project Professional.
* We asked for feedback from the lecturers about the WBS and PBS.

# ACTION ITEMS

Item Description / Responsible / Due Date

1. Build the Gantt Chart and distribute tasks to our staff members / All / 02.11.2022

Management of IT Project

MEETING MINUTES W6 03/11

horizontal line

03 NOVEMBER 2022 / 12:00-14:00 & 16:00-17:00 / CANTOR & OWEN

# ATTENDEES

Ross Feeley, Ammar Ahmad, Wesley Atkinson, Silvia Horoba

# AGENDA

## Last Meeting Follow-up

1. Gantt Chart

## New Business

Agenda Item / Presenter Name / Due Date

1. Business Case - Investment Appraisal / All / 09.11.2022

# NOTES

* Talked about which parts of the Business Case can be completed at this stage and split the content between the group members so we can finalise by next week.
* Had another client meeting to clarify any misunderstanding regarding the scope and deadline of the project.

# ACTION ITEMS

Item Description / Responsible / Due Date

1. Introduction / Wesley Atkinson / 09.11.2022
2. Background, Description of problem and opportunity / Silvia Horoba / 09.11.2022
3. Management Summary / Ammar Ahmad / 09.11.2022
4. Options available and considered / Ross Feeley / 09.11.2022

Management of IT Project

MEETING MINUTES W7 10/11

horizontal line

10 NOVEMBER 2022 / 12:00-14:00 & 16:00-17:00 / CANTOR & OWEN

# ATTENDEES

Ross Feeley, Ammar Ahmad, Wesley Atkinson, Silvia Horoba

# AGENDA

## Last Meeting Follow-up

1. Business Case

## New Business

Agenda Item / Presenter Name / Due Date

1. Investment Appraisal - Payback / All / 16.11.2022

# NOTES

* Talked about how we can find the costs of the API and which one we are using. We decided to use both Google Maps Route API and SilverRail.
* We asked the client questions about what other costs/benefits we needed to take into consideration.

# ACTION ITEMS

Item Description / Responsible / Due Date

1. Build the Cost Benefit Appraisal / All / 16.11.2022

Management of IT Project

MEETING MINUTES W8 17/11

horizontal line

17 NOVEMBER 2022 / 12:00-14:00 & 16:00-17:00 / CANTOR & OWEN

# ATTENDEES

Ross Feeley, Ammar Ahmad, Wesley Atkinson, Silvia Horoba

# AGENDA

## Last Meeting Follow-up

1. Investment Appraisal New Business

## New Business

Agenda Item / Presenter Name / Due Date

1. Software Quality Assurance / All / 23.11.2022
2. Project Management Strategy / All / 23.11.2022

# NOTES

* We talked about which project management strategy we’re using.
* Assigned tasks on building the Software Quality Assurance and on developing the Project Management Strategy between group members so we can be up to date with documentation.

# ACTION ITEMS

Item Description / Responsible / Due Date

1. System qualities and assurance / All / 23.11.2022
2. Project Management Strategy (water-fall-scrum) / All /23.11.2022

Management of IT Project

MEETING MINUTES W9 24/11

horizontal line

24 NOVEMBER 2022 / 12:00-14:00 & 16:00-17:00 / CANTOR & OWEN

# ATTENDEES

Ross Feeley, Ammar Ahmad, Wesley Atkinson, Silvia Horoba

# AGENDA

## Last Meeting Follow-up

1. Project Management Strategy
2. Software Quality Assurance

## New Business

Agenda Item / Presenter Name / Due Date

1. Envisioned solution / All / 30.11.2022
2. Quality Plan / All / 30.11.2022

# NOTES

* We talked about the essential quality requirements to which our project should adhere.
* Decided to use Figma for building the high-fidelity prototype as we were familiar with it.

# ACTION ITEMS

Item Description / Responsible / Due Date

1. Build a high-fidelity prototype of the Journey Planner / All / 30.11.2022
2. Build wireframes of the Journey Planner / All / 30.11.2022
3. Start developing the Quality Plan / All / 30.11.2022

MEETING MINUTES W10 01/12

horizontal line

1 DECEMBER 2022 / 12:00-14:00 & 16:00-17:00 / CANTOR & OWEN

# ATTENDEES

Ross Feeley, Ammar Ahmad, Wesley Atkinson, Silvia Horoba

# AGENDA

## Last Meeting Follow-up

1. Envisioned Solution
2. Quality Plan

## New Business

Agenda Item / Presenter Name / Due Date

1. Estimation / All / 07.12.2022

# NOTES

* Found another software that would give us a better estimation of our project.

# ACTION ITEMS

Item Description / Responsible / Due Date

1. Estimation / All / 07.12.2022

MEETING MINUTES W11 08/12

horizontal line

8 DECEMBER 2022 / 12:00-14:00 & 16:00-17:00 / CANTOR & OWEN

# ATTENDEES

Ross Feeley, Ammar Ahmad, Wesley Atkinson, Silvia Horoba

# AGENDA

## Last Meeting Follow-up

1. Estimation

## New Business

Agenda Item / Presenter Name / Due Date

1. Risk Management / All / 13.12.2022
2. Project Success and Failure / All / 13.12.2022
3. Responsibility RACI / All / 13.12.2022

# NOTES

* Attended a client meeting that gave us a better understanding of what needs to be changed on completed artefacts.

# ACTION ITEMS

Item Description / Responsible / Due Date

1. Create Risk assessment matrix and Risk log / All / 13.12.2022
2. Reflect if the project is a success or a failure / All / 13.12.2022
3. Build RACI matrix / All/ 13.12.2022