

Agenda

for 29 August 2013

Group 2 regular meeting
venue: IW 462

1 Working progress

1.1 Milestone for Week 6

Matt and Yu have done that. They are going to show this on next client meeting. Jianqiu and Bowen please focus on the Milestone for Week 7.

1.2 Group milestones

Last client meeting promised. We need to provide a detailed group milestones description document as a supplementary for the formal group milestones handed in last week. (Milestones for Week 9 and Week 10)

1.3 Software Architecture

Matt wanted to produce an architecture after the client meeting this Monday. So far we haven't seen the architecture at SVN. We will see what he got so far today.

1.4 SPMP

Aziz and Yifei are responsible for writing SPMP. They should finish this before next Friday, 6 Sep.

2 To do in the meeting

2.1 Risk managemetn

Information on forum:

"Dear all,

Next week's presentation for the group meetings is the Risk Management. This will be presented by one member of your group. As with other presentations you have 5 minutes. You should prepare the presentation as a group (i.e., put it as an item in your internal group meeting and members actively discuss/brainstorm), and you should **all be ready to present** - we will randomly select the presenter. The presentation will count towards the final mark of the person presenting - so be prepared!

The risk scenario:

A company in China knew your robot closure marking project and has shown great interest. Indeed they are so interested in the system that they are coming to Adelaide to see a demonstration of the prototype. Unfortunately there are a couple of catches. Firstly, due to other business commitments, and a need to make a decision on the closure marking robot system as soon as possible, the customer requires you to deliver and present the prototype one week earlier than originally planned. Secondly, they have added the additional requirement that the software should be bilingual in that speakers/readers of Chinese should be able to use the tool.

You will present the results of your risk analysis for the above scenario.”

What is Risk Management?

Please see

<https://cs.adelaide.edu.au/users/third/sep/13s2-sep-Adelaide/lecture-slides/L08-RiskManagement.pdf>

for details.

The flow for **Risk Management** is **Risk Identification**, **Risk Analysis**, **Risk Control and Mitigation**, and **Risk Monitoring**.

In which, **Risk Analysis** is an emphasis and the main thing we are going to present.

First we need to identify different risks, which needs the brainstorming of us. Later we should specify the probability of those risks and the degree of effects. I don't know if the lecturers require us to make mitigations, but I think at least we should prepare some mitigation methods.

Yifei will organise all the information regarding this presentation and upload the powerpoint slides on Friday. Please rehearse well. They will randomly pick up one to present and the score for the presentation will be counted as your individual assessment.

3 Preparation for next meeting

The chair for next client meeting is Jianqiu and the one who is going to record the client meeting is Matt. The agenda must be put on SVN 24 hours before the client meeting, which is **2.30pm Sunday**. Jianqiu needs to print the agenda out and bring it to the client meeting next Monday. Matt should record carefully about the client meeting and generate the minutes after the meeting. He has to put the minutes on SVN 24 hours after the client

meeting, which is **2.30pm Tuesday** of next week.

In the client meeting, we are going to:

Demonstrate Week 6's milestone with milestone form.

Do the presentation of Risk Management

Deliver the supplementary documents containing the Milestones for Week 9 and Week 10

Lecturer will show us SRS critique, please remember carefully. We are going to make SRS final version depending on this.

4 Any other issues

4.1 Free discussions

4.2 Learning of tools

5 Date of next group meeting

5 September 2013.