

# Meeting Minutes

Date 04-07    Time 8:00pm - 8:40pm

## Attendees

Adam Blewitt  
Andrew Smith  
Cameron Nyberg  
Darren Sheehan  
Patrick Funnell

## Agenda

### ❖ Meeting content

iterative & incremental implementation:

- separate major milestones in the project
- perform the plan/review/implementation process for each milestone
- implement smaller milestones to track progress and assist team

find out from dcs:

- what budget to we have to work with for aws
- what thresholds are the budget alarms set at?
- pat - email to simon

meeting with intellify:

- confirming 11:30 am friday
- this will be the majority of our time with intellify
- valuable technical approach time

lcom:

- goal to be done by around lunch time tomorrow
- review of project milestones & objectives in project plan

lcam:

- ensure we have a change log
- high level description of changes

next meeting:

- new iteration plan

- currently waiting on meetings

next iteration:

- identify more risks relate to risk assessment
- flag missing/incomplete items, add to new iteration
- construct against the marking criteria

### ❖ Issues and Challenges

We still have no way of understanding the problem, to build a solution, as detail is yet to be provided by the relevant parties.

We're uncertain of the complexity of the project model, and thus the need/requirement for a custom model.

### ❖ Review Previous Iteration Work Items

Still awaiting the completion of the Project Plan, pending further information from David/DCS

### ❖ New Iteration Work Items

Nil

### ❖ To Be Actioned

AWS Certified Cloud Practitioner Exam - Everyone  
Project Plan - Cameron