

# Meeting Minutes

Date 13-7-21 Time 9.00pm

## Attendees

Adam Blewitt  
Andrew Smith  
Cameron Nyberg  
Darren Sheehan  
Patrick Funnell  
David Tien

## Apologies

Nil

## Agenda

### Meeting Content

- David emailed out the LCAM Results from the previous semester for review.
- David provided an overview of ITC309 based on the Subject Outline.
  - Assessment item 1 - Resubmission of documents
    - Project Vision - think of it as a contract between G5 and DCS.
    - Implementation model - consists of code we have developed, provide url to version control, refer to CCRD (Critical Core Risky Difficult).
    - Final project plan - Put 2 people on this task - Deliverables are quite important here. We are not going to deliver something which is too difficult.
    - Non functional requirements - have a close look, other parts should be ok.
    - There are 5 easy tasks.
      - Get together.
      - Create Wiki Tasks.
      - Create LCOM resubmission page.
      - Revise documents as required.
      - Then upload links to wiki.
  - Assessment item 2 - ICOM
    - Feature complete, no known bugs.
    - If the timeline is difficult, if we can't complete it in 4 iterations we may be able to add another, but should not be needed.

- Architectural Documentation - make sure to update the Architectural Documentation and add diagrams if there's any change in there. If someone asks what the project is all about, this document will explain to them.
- PMAS
  - Committee will get together and look at attendance.
  - David will ask what we have been doing for the two week period.
  - Four components.
    - Attendance.
    - What we have done.
    - Update Journal - David reads them all.
    - Final part - final demonstration live through zoom.
      - The overall project.
      - What you have contributed.
- Meeting with Nick starting again Friday possibly, David will talk to Maria to confirm we are back and ready for meetings.

#### Mid meeting team chat

- Team meetings continue at 8pm Wednesday.
- Pat has an iteration plan underway for discussion at this week's team meeting.

David checked with the group to see if there was any hostilities between himself and the Group. Adam replied about the gap at the beginning of last semester where we were effectively paused and questioned why we got put into this project when we had one lined up.

David replied he thought having the qualification and the cloud experience plus working with a Government Department would help. He acknowledged the problems from last semester and asked for feedback about the subject for next year. General consensus was that the project be ready at the start of semester if possible.

David asked Cameron to work much harder this semester and contribute more to the group. Cameron acknowledged and provided commitment for this semester.

David mentioned he will talk to DCS about a direct line to us, so information doesn't have to go through him.

David re-iterated about Nick wanting to attend our internal meetings but we decided to keep internal and external meetings separate.

Weekly meetings with DCS/Intellify on Fridays. (TBC)

Fortnightly meeting with David on Mondays at 9pm.

David asked all not to forget about the journal.

Meeting closed 9.42pm.