Communication with stakeholders

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# Contact Information: Ms Sharon Mythen

Dear team, Your project client is Ms Sharon Mythen from our Faculty Planning Office. Here is a link with her contact details <https://directory.uwa.edu.au/view?dn=cn%253DSharon%2520Mythen%252Cou%253DPlanning%2520%2528EMS%2520SDC%2529%252Cou%253DService%2520Delivery%2520Centre%253A%2520Engineering%2520and%2520Mathematical%2520Sciences%252Cou%253DOffice%2520of%2520Service%2520Delivery%252Cou%253DOffice%2520of%2520the%2520Senior%2520Deputy%2520Vice-Chancellor%252Cou%253DCentral%2520Administration%252Co%253DThe%2520University%2520of%2520Western%2520Australia>.

Ms Mythen will be able to introduce you to some other stakeholders for your project.

Regards Rachel

## 1 – 03/08/2021

## Initial contact with Sharon

Dear Sharon,

My name is Aarti Pote. I am doing CITS5206 - Professional Computing and was given your details by Prof. Rachael Cardell-Oliver for our Academic Program Explorer Project. I will be the acting liaison for this project. I am CC-ing all the other team members in this email.

As part of our project, we would like to set up a meeting with you regarding a potential new study planner website/webpage for UWA.

The agenda for this meeting will be:

* Introduce you to the project team
* Discuss about the current study planning setup
* Understand your requirements from this project.

We are hoping to conduct the meeting as soon as possible. Kindly, let us know you earliest availability. Also, would you prefer the meeting to be face2face or online?

Thanks & regards,

Aarti Pote

**Questions to be addressed in the client meeting:**

* What would you say about the current study planning system?
* Why do you feel there is a need for a new system?
* Requirement is of a website, webpage, integration with other system?
* Data will be provided in which format?(JSON, handbook, API’s)
* Do you want access controls for different users?
* Inclination for particular front-end/back-end language?
* Prototype based on specific branch MIT/ or design first, then small functionality?
* Meetings to be held weekly, fortnightly or monthly?

## 2 - 10/08/2021

## Dear Sharon and Michael,

Thank you for all attachments and information provided after the last meeting. The team has been working with the information gathered and would like to schedule a meeting for next week (18th of August) at 10am if this time still suits you.

In order to have visibility on progress and to get immediate feedback from small feature deliveries, we will be publishing meeting minutes and decisions made in a private GitHub repository. Changes to our app will be visible via <https://cits5206-academic-program-explorer.vercel.app/>. Do you have experience with using GitHub? We would like to share this repository with you to give you access to all documentation published there. Should we share access with the email you’ve provided, or would you prefer different one?

Thanks & regards,

Aarti Pote

## 3 – 16/08/2021

## Dear Sharon and Michael,

Thank you for accepting our invitation to GitHub repository. If you have any queries regarding GitHub, you can ask me.

Just a small question - how will students, in general, have access to one of the course excel files? Should it be downloaded from somewhere or only staff members have access to it?

Also, wanted to ask, what would you be more comfortable with, a zoom or a MS Teams meeting?

Looking forward to hear from you.

Thanks & Regards,

Aarti Pote

**Questions to be addressed in the client meeting:**

* Is there any need for access security controls if the excel sheets are only present for staff use?
* Students access open?
* Open ended discussion with team members queries.

## 4 - 24/08/2021

## Dear Sharon and Michael,

As discussed in the meeting, the team has came up with few refined short deliverables in the form of user stories. These stories keeps on changing as new functionalities comes to light. This has been uploaded to the Github repository, you can have a look and get back to us regarding anything we missed out or anything being wrongly interpreted by us.

Looking forward to hear your feedback.

Thanks & Regards,

Aarti Pote