**CITS3200\_9**

**CITS3200 PROFESSIONAL COMPUTING**

## MEETING # AGENDA: 4

Time: 4:00 PM-5:30 PM

Date: 19th August 2022

Venue: Microsoft Teams

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| Tasks | Sub-tasks |
| Reports | * First Mentor Meeting * Members Involved: Alian Haidar, Matt Dai, Jakob Kuriata, Oliver Lynch, Joshia Nambi * End of Sprint 1, Project Manager moved from Alian to Matt |
| Discussions/Clarifications | * Discussed on how business owners need to see documentation and the importance of credibility * Discussed C4 templated, high level container view of system * Discussed the importance of unit testing and documentation * MoSCoW Method for documentation |
| To Do | * Further documentation is needed * Research on STRIPE Payment * Possible Azure or other cloud services for database * Nominate positions for team * Tester position to be nominated |
| Next Meeting | * Monday, 22 August, 2022 |