# Second Meeting Minutes - [Team Name Here]

## Date and Time:

7th August 2024 4:30pm - 6:30pm

## Location:

5210 Computer Systems Lab

## Meeting Attendees:

1. Teh Ming Dong
2. Adji Ilhamhafiz Sarie Hakim
3. Charmaine Chee Hing Yi
4. Yuen Kei Foong
5. Arielle Ocampo Dela Cruz
6. Mohanad Al-Mansoob

## Apologies:

* None

## Absentees:

* None

## Facilitator:

Teh Ming Dong

## Minute Taker and Time Keeper:

Charmaine Chee Hing Yi

## Agenda

| **AGENDA TOPIC 1 : Discuss project’s vision and finalising roles** | | | | |
| --- | --- | --- | --- | --- |
| **TIME ALLOCATED** | 30 minutes | **LED BY:** | |  |
|  | | | | |
| **DISCUSSION** |  | | | |
| Project’s vision   * We collaboratively define the project’s vision that will guide us and align our strategies moving forward.   Finalised roles   * Finalise the roles and responsibilities for each team member, ensuring tasks are assigned based on individual strengths. | | | | |
| **CONCLUSION** |  | | | |
| The decision/s agreed upon.  **Project Vision :**  **Our vision is to create a universally accessible educational platform that empowers students from all corners of the globe with free, high-quality educational resources.**  **Team Members and Roles :**   1. Teh Ming Dong - Lead Developer, Backend 2. Adji Ilhamhafiz Sarie Hakim - Quality Assurance (QA) 3. Charmaine Chee Hing Yi - Documentation, Backend 4. Yuen Kei Foong - UI/UX 5. Arielle Ocampo Dela Cruz - Product Owner 6. Mohanad Al-Mansoob - Scrum Master | | | | |
| **ACTION** | **ACTION TO BE TAKEN BY** | | **DUE DATE** | |
| NA | NA | | NA | |

| **AGENDA TOPIC 2 : Meeting with client** | | | | |
| --- | --- | --- | --- | --- |
| **TIME ALLOCATED** | 15 minutes | **LED BY:** | |  |
|  | | | | |
| **DISCUSSION** |  | | | |
| * Discussed key project details, including their expectations and specific requirements * Took the opportunity to clarify any uncertainties | | | | |
| **CONCLUSION** |  | | | |
| The decision/s agreed upon.  During the meeting, the client provided specific requirements for their project management software. The key points discussed are as follows:  Task Creation and Management:   1. Kanban Board: Utilize a Kanban board for task management. 2. Product Backlog: Create and manage tasks within a product backlog. 3. User Stories: Maintain a list of user stories. 4. Task Naming: Clearly define the names of tasks. 5. Task Types: Two types of tasks to be managed: user stories and bugs. 6. Story Points: Assign story points to tasks to indicate complexity. 7. Tags: Use tags for categorizing and filtering tasks. 8. Priority: Set task priorities to manage workflow effectively. 9. Task Assignment: Assign one person to handle each task. 10. Description Field: Include a space for task descriptions. 11. Task Status: Track task status with categories like 'Not Started,' etc. 12. Task History: Maintain a history of who has edited the task. 13. Task Sorting: Enable sorting of tasks based on priority. 14. Platform: The software will be online for now.   Color Scheme and Design:   1. Dim Colors: The client prefers a dim color palette, specifically blue.   Access from Different Devices:   1. The software should be accessible from both office PCs and personal laptops. | | | | |
| **ACTION** | **ACTION TO BE TAKEN BY** | | **DUE DATE** | |
| Create prototype for client | All developers | | 13/8/2024 | |
| Start delegating tasks among team | All team members | | 7/8/2024 | |

## AOB

NA

Next Meeting

TBA