# Third Meeting Minutes - [Team Name Here]

## Date and Time:

13th August 2024 10:00am - 12:00pm

## Location:

9306 Building 9

## 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 : Analysis of Alternative** | | | | |
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| **TIME ALLOCATED** | 30 minutes | **LED BY:** | |  |
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| **DISCUSSION** |  | | | |
| **Programming Language Meeting:**   * Present research findings on different programming languages. * Discuss and decide on the programming language.   **Platform Meeting:**   * Present research on web, desktop, and mobile platforms. * Discuss target audience and platform preferences. * Decide on the platform(s) to target.   **Operating Systems and Browsers Meeting:**   * Review research on OS and browser compatibility. * Discuss and finalize OS and browser support.   **Architectural Decisions Meeting:**   * Discuss any additional architectural decisions. * Finalize decisions on hosting, security, scalability, etc.   **Review Meeting:**   * Review the draft of the Analysis of Alternatives document. * Gather feedback and make revisions. * Finalize the document for submission. | | | | |
| **CONCLUSION** |  | | | |
| The decision/s agreed upon. **1. Front-End Framework: React (JavaScript) vs. Alternative: Flutter (Dart)** **Chosen Framework: React (JavaScript)**  **Familiarity and Community Support:** React is a highly popular front-end framework with a large community and extensive documentation. Given its widespread use, there are plenty of resources, libraries, and third-party integrations available, which can expedite development. The team’s familiarity with JavaScript and React’s ease of integration with other tools were significant factors in choosing this framework.  **Alternative Consideration: Flutter (Dart)**  **Learning Curve:** Dart, the language used with Flutter, is less commonly known compared to JavaScript. This introduces a steeper learning curve for team members who are less familiar with Dart, potentially slowing down the development process. **2. Database Framework: Django (with MongoDB)**  **Chosen Database Framework: Django with MongoDB**   * **Analysis:**   + **Django for Web and Database Management:** Django is a powerful Python-based web framework known for its "batteries-included" philosophy, which includes a built-in ORM for relational databases. By integrating Django with MongoDB, the team leverages Django’s strengths in web development and structured data management, while also taking advantage of MongoDB’s flexibility. | | | | |
| **ACTION** | **ACTION TO BE TAKEN BY** | | **DUE DATE** | |
| Learn and research React, JavaScript | All developers | | NA | |
| Learn and research Django, MongoDB | Backend Developers and QA | |  | |
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| **AGENDA TOPIC 2 : Risk register** | | | | |
| --- | --- | --- | --- | --- |
| **TIME ALLOCATED** | 15 minutes | **LED BY:** | |  |
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| **DISCUSSION** |  | | | |
| **Risk Identification Meeting:**   * Discuss and list potential risks. * Categorize risks into relevant groups.   **Risk Assessment Meeting:**   * Review and assess the impact, likelihood, and severity of each risk. * Prioritize risks based on their severity.   **Monitoring and Mitigation Strategy Meeting:**   * Develop monitoring strategies for each risk. * Discuss and plan mitigation strategies.   **Contingency Planning Meeting:**   * Discuss potential scenarios and create contingency plans. * Assign responsibilities for implementing these plans.   **Review and Finalization Meeting:**   * Review the complete risk register. * Make final adjustments based on team feedback. * Finalize the document for submission or integration with the project plan. | | | | |
| **CONCLUSION** |  | | | |
| The decision/s agreed upon.  **1. Mental Health**   * **Risk:** Team members may experience mental health challenges, affecting productivity and well-being. * **Mitigation Plan:** Encourage meditation, consultation with a TA, ensuring adequate sleep, and completing work on time. * **Contingency Plan:** Access to therapists, support from teammates, and Monash mental health care services. * **Impact/Severity:** Slows down the workflow. * **Monitoring Strategy:** Observe for unusual behavior or signs of stress. * **Likelihood:** 5   **2. Accidents**   * **Risk:** Accidents may occur, impacting team members' ability to contribute. * **Mitigation Plan:** Ensure sufficient sleep and adherence to safety laws (e.g., no speeding, no alcohol when driving). * **Contingency Plan:** Reassign workloads to other team members if necessary. * **Impact/Severity:** Increases workload on other teammates. * **Monitoring Strategy:** Check stress levels regularly. * **Likelihood:** 2   **3. Diseases**   * **Risk:** Team members may fall ill, slowing down the project. * **Mitigation Plan:** Maintain a healthy diet, wear masks, and ensure adequate rest. * **Contingency Plan:** Reassign workloads to other team members if necessary. * **Impact/Severity:** Slows down the workflow. * **Monitoring Strategy:** Check if team members are staying hydrated (e.g., finishing their water bottles). * **Likelihood:** 3   **4. Technical Debt**   * **Risk:** Accumulation of technical debt due to poor coding practices. * **Mitigation Plan:** Follow good OOP programming principles, create branches in Git for backups, and avoid hardcoding. * **Contingency Plan:** Refactor the codebase to address technical debt. * **Impact/Severity:** Stops the workflow and requires additional time to refactor. * **Monitoring Strategy:** Conduct regular code reviews. * **Likelihood:** 5   **5. Technical Issues**   * **Risk:** Encountering technical issues with software or hardware. * **Mitigation Plan:** Ensure IT support is available, maintain backups, and communicate with the Scrum master. * **Contingency Plan:** Seek IT support and use an alternative device if needed. * **Impact/Severity:** Slows down the workflow. * **Monitoring Strategy:** Observe for unusual behavior indicating stress due to technical difficulties. * **Likelihood:** 4   **6. Personal Problems**   * **Risk:** Personal issues affecting team members’ performance. * **Mitigation Plan:** Encourage team members to have personal time and maintain family and relationship balance. * **Contingency Plan:** Utilize Monash mental health care services. * **Impact/Severity:** Could cause minor disruptions in workflow. * **Monitoring Strategy:** Maintain open communication and offer support as needed. * **Likelihood:** 2 | | | | |
| **ACTION** | **ACTION TO BE TAKEN BY** | | **DUE DATE** | |
| NA | NA | | NA | |
|  |  | |  | |

## AOB

NA

Next Meeting

TBA