

CITS3200 Group B

Minutes of Meeting 1 held on August 8, 2011

Present: Andrew, Ashwina, Bowie, Darren, Hao, James.

Meeting Started: 12:51pm.

1.1 Arrangement of meeting with client

Having been allocated our project, we need to arrange a meeting with our client in order to begin specifying requirements.

- James will email client to finalise meeting time and book a study room for this purpose.

Action: James.

- Group agreed that in general, James (as program manager) should be the sole liaison between the client and the group to ensure consistent and professional communication.
- Group discussed and agreed upon a list of questions to present to client at meeting in order to determine requirement. Ashwina will type and upload this list to Basecamp. Proposed amendments to the list should be discussed via Basecamp before the client meeting.

Action: Ashwina

1.2 Group structure

- Group agreed that the decision of allocating roles such as developer and tester should be deferred until system requirements are more rigorously defined.
- Minutes of meeting recorded by Ashwina.

Action: Ashwina

1.2 Date of Next Meeting.

- Group agreed that Wednesday (10/08/2011) afternoon is the best time to meet.

Meeting closed: 1.05 pm.