MEETING NOTES:

The meeting was held in University of Canberra at Building 6 Room 6C56 with Muhammad Abdul Sheikh. It officially started at 3 05 and went on till 3 37pm. All the group members Harris, Marshall, Azan and Sajid attended the meeting where Harris wrote the notes along the meeting.

The meeting emphasized on the approached and scope of the project. How should the team proceed further? Team presented the slides and scope in the form of hard copy.

Sponsor advised us that we have too many objectives in our project. We were told to focus more on quality rather than quantity. We should focus for excellent outcomes and never look for failure. Also, the presentation slides lacked statistics. Sponsor insisted on 3 main aspects of the project.

1: Project Management where our approach should be Agile, and framework should be Scrum. Also, the use of Trello and GitHub was heavily emphasized.

2: Literature research and journals. Research should be through and should cover all aspects of the project.

3: Marketing strategy where we should take surveys among our friends and family and take their opinion. Keep in mind the budgets. Group asked if they could survey in the campus but was advised that it’s against the ethics as it may require Ethical Approval from university that can take roughly 6 months.

Meeting revolved around the idea of why should we care about the Metahuman technology? 3 main components of the project and how it affects the possible stakeholders.

Group raised the concern if 12 weeks are enough to complete this project. Sponsor told us that we must give 300 hours to the project and must complete within the timeframe. We were advised that it’s a good idea to divide the task and the person good with thing should work more on that aspect of the project. Also, we must present our best image to the Mentor and take as much feedback as possible.

Also, in the end we discussed the ethical aspect of the project. Team members were told to rate each other with upmost honestly in the peer review.

Group should engagement throughout the meeting and contributed as much as possible.