

Group Meeting Week 2 - *Meeting Minutes*

Auditor *Zulqarnian Gilani* was present.

General Information

- **Group:** Group 21
- **Week:** Week 2
- **Date:** 09 Aug 2019
- **Start Time:** 15:00
- **End Time:** 16:00
- **Team Members Present:** Aaymen, Clayton, Viet, Owen, Flander, Zulqarnain Gilani (Saheed)
- **Absent:**
- **Next Meeting:** 17:00 14 August 2019
- **Next Auditor Meeting:** 15:00 - 16:00 07 September 2019

Agenda

1. Scope of work

- Clarification of what the clients wants
- Mock ups of potential look of the front end
 - Be very general in terms of the different routing pages (not actual elements just yet)
 - Searchable area for students
 - Home page to select faculty?
 - Administration page to add to this database
- Discuss the idea of “wire-boxing” & then collating everyone’s unique ideas in follow-up meeting ?
- Debrief the client meeting if necessary
- Use personal notes to contribute toward scope / discussion minutes (emphasis our minutes were on point)

2. Skills and Resources Audit

- Worked on a smaller version of this in our unofficial first meeting
- Need to clarify further and expand into more detail
- An audit of what skills and tools the team needs to successfully carry out the project, and therefore what needs to be learnt/acquired (and from where).
- Discuss where we can bring together all these resources to share to the team (shared drive folder)

3. Risk Register

- possible risks to the project and how the team will minimise/ameliorate those risks.

4. Project Acceptance Tests

- How will you know that the project has been successful?
- Like the Scope of Work, this can be as informal as a bullet-point list or as formal a formal test manual [Acceptance Test Formatting Guide](#)

5. Stories for Sprint 2

- Along with a set of intermediate acceptance criteria to assess the products of that Sprint

Discussion Items

1. Introduction to Zulqarnian (Saheed)

- PhD is computer science
- 3D computer vision
- also did doctor at UWA
- taught number of courses
- second time he has audited professional computing

2. Auditing Role

- Audit the meetings
- how you conduct yourself
- professional behaviour
 - how you solve a problem
 - how to delegate responsibilities
- Professional setting
 - what is expected of you
- mandatory to attend
- does not speak in the meeting

3. Timesheets due date and time

- time can be negotiated
- 7pm Friday apart from week 2
- what is prepared
 - weekly deliverables labelled as per the format on website
 - will not accept otherwise
- gives him an idea of how much time you have spent on the projects

4. Three sprints

- a lot of information to be submitted
- booked hours
- personal reflection part
 - the lectures (every individual sends this to him)
 - name format is critical!

5. Expected to change roles

- there are marks for changing the responsibilities
- supposed to participate in the meetings

6. What is the project

- project description explained to Saheed
- suggestions
 - start with small targets
 - time passes very quickly
- completely delivered project is much better than an ambitious projects

7. Terms used:

- Clients
- Mentor
- Auditor
- 8. Sprint 1 Due
 - 2 weeks from now
- 9. Establishing Scope of project
 - Want to identify topics
 - Split the project EPIC into three tiers
 - tier one we must get this completed
 - other tiers are nice-to-have bonuses
- 10. Tier 1
 - targets such as filtering the faculty etc.
- 11. Skills and resources audit
 - leave for now ... prioritise the scope work
 - will revisit in week 3
- 12. Risk register
 - need to understand the scope before the risk register can be completed.
 - this will be postponed until week 3
- 13. Timesheets
 - Aaymen to send Timesheets
 - student email sent to Aaymen containing the excel Timesheet
 - Mentor time is allowed to be entered
 - Week 1 & Week 2 to be sent
 - Aaymen to zip everything and send all the Details
 - Aaymen to send the submitted to copy to the group as confirmation of the submission
- 14. Wireboxing
 - to be discussed in the following meeting
- 15. Task delegation discussed for the STARS scope
 - Clayton to prepare markdown template
 - team members to place their name next to the sections they want to complete
 - first draft to be ready Monday

Auditor Requirements

- Submit timesheets & minutes weekly

System Requirements

1. To complete the STARS project scope
 - first draft complete by **Monday 14 August 2019**
2. @clayton-herbst to create STARS markdown template
3. All team members to elect on the sheet which sections they will be taking
4. @okokok-ok to setup the gantt chart
5. All team members to send timesheet for week 1 & week 2

6. All team members to complete the Skills and resources audit by **Monday Week 3**
 - greater depth than the initial SWOT performed
7. @Etrenix to send out meeting invite (**5pm Monday Week 3**)
8. @Amaze-Aims to prepare the agenda for Monday
9. @Amaze-Aims to book next auditor meeting.