

CITS3200 Team 49

Minutes of Meeting 0

Date: 23.07.2025

Present: Chloe, Harper, Naren, Ryan, Tri, Dennis

Absent: None

Venue: Online (Discord)

Minutes by: Tri

Meeting Start: 4:15PM

ITEM	DESCRIPTION	DISCUSSION	ACTIONS
1	Introductions	<ul style="list-style-type: none">• Ryan: Computer Science Major, likes making stuff e.g. car• Tri: Software Engineering, Likes board games and video games• Chloe: Computing and Data science, likes making and breaking code• Harper: Computer Science, In Japan this week so can't do in person meetings• Naren: Maths and Data science, Likes cars and modifying them	<ul style="list-style-type: none">•
2	Establish Meeting Schedule	<ul style="list-style-type: none">• Naren suggests meeting twice a week• Tri sent a link to help visualise everyone's availabilities	<ul style="list-style-type: none">• The group will have regular meetings at least twice a week, one of which will be in person• Tentatively, the group will have an in person meeting on Wednesday 3PM-5PM• The other meeting will be on call via Discord on Friday evenings, but the meetings with the auditor will on Teams
3	Ground Rules	<ul style="list-style-type: none">• Chloe suggests that the initial project manager be confident in their skills to initially set up everything. So, we may not need to select a project manager a bit later• Naren is tasked with setting up the shared google drive	<ul style="list-style-type: none">• The group timesheet will be a shared document on google drive.• The individual booked hours will also be saved on a shared google drive

		<p>for everyone</p> <ul style="list-style-type: none"> • The google drive will have a templates folder and folders for each week. • To select roles for the week, the group may choose to randomly select roles, but will generally choose among the volunteers. Other decisions made as a group will strive to be decided as a consensus 	<ul style="list-style-type: none"> • Chloe will maintain a channel on discord that will state her interpretation of what to do for that week for this unit, which others will comment on. • At least two days in advance, the project manager for that week should book a space in a library at UWA and post the meeting details on the meeting-info channel on discord. • The group will edit all code via the GitHub repository which will be set up in week 2. • The group will use Discord as their primary method of communication. Files will be mainly shared over the google drive. Finally, communications with the auditor will be over Teams. • Dennis will set up the Group hours and booked hours document and upload it to the google drive.
4	Project Selection	<ul style="list-style-type: none"> • The project manager for this week will submit the project preferences • The project manager for this week will be Chloe. • The group has decided to have a strong preference for avoiding AI related projects 	<ul style="list-style-type: none"> • Someone will screenshare their submission during the meeting. The person selected is randomly selected
5	Unit Clarifications	<ul style="list-style-type: none"> • Personal Portfolio: the group discussed the specifications and expectations for completing the personal portfolio. One section per lecture, and around one page of writing for each lecture • Booked hours: the group discussed how booked hours should be submitted. One worksheet per member, per week, and all submitted as a zip file by the project manager • Personal reflections: the group discussed what the personal reflections are. They are a set of questions given at the end of each sprint for each person to fill out to reflect on the progress of the project • 	<ul style="list-style-type: none"> •

Meeting Closed: 7:15PM

Next Scheduled Meeting: Wednesday 3PM, subject to project assignment and client needs.