<u>Initial meeting breakdown:</u>

Our clients run a company called HIHO - "Happy Individuals & Healthy Organisations ". www.hiho.co.za

Roughly every 6 months HIHO run a workshop with a company to give advice on how to better their client's company. They will then answer some questions to produce an informative measurement of their company's organization health.

We have been tasked with developing this "questioning system"

<u>Client requirements for sprint 1:</u>

We have been asked to submit documentation only.

The topics are as follows:

- Articulate the Dev Cycle (estimated time, iteration frequency …).
- Draw up a BRD (Business Requirement Document) and a PRD (Product Requirements Document).
- Research Figma Live Frames to see what we can use (This was a client suggestion).
- Draw up user stories and test cases.
- A high-level software design.

<u>My take on the meeting:</u>

We have been asked to develop a web-based app, very similar to last semester in 334. This app will track the organizational health of a business/client by tracking certain aspects of the company, some of them being Leadership, Execution Abilities and Management. We can get a more detailed list closer to development.

- Basically, a user will go to the web page and fill in a unique code to identify themselves.
- They will then fill in a set of questions using a slider from "weak" to "strong", we must use the words weak and strong.
- They will not give a definite numerical answer e.g., Execution skills is a 6/10. It is more of where they feel the slider should sit. e.g.:

How capable do you feel
Weak about doing what you Strong

- After completing the questionnaire, our algorithm will collect their answers and provide an informative and visually interesting report,
    o making use of graphs and perhaps a brief explanation of where they are lacking, again we will get more information closer to development.
- Then, we should be able to print a pdf or share their results and compare what they scored now, to a previous measurement.

That is the gist of what we need to complete from my understanding. We will go into more detail as we continue into the project and discuss it amongst ourselves.

Damian has advised us not to wait until Sprint 2, to start coding, which I agree with.

Bearing this in mind it is my suggestion that we start coding before sprint 2, to make a bare bones database and frontend, that we can work off.

If I have miss something I'm sure Chris and Elizna will add it or correct me.

Once we have compiled our requirements, we can start diving up the work asap!

I propose we compile all documentation requirements by this evening at 5pm. Please also advise your preference area, if any. Otherwise, we can assign work via a first come first server method.