

## Appendix B: Team *GiveMeFive* Meeting Minutes

The document records the minutes of the meeting occurring from Week 9 to Week 11.

*Meeting of:* GiveMeFive  
*Held at:* Law School  
*Date:* Oct 7th, 2018  
*From:* 2pm - 5pm

### Opening:

The regular meeting of the GiveMeFive was opened at 2 pm on Oct 7th, 2018 in Law School by Project Manager.

### Present:

Xinjie Lan (910030); Chen Xu (945756); Runsheng Zhao (941554); Shenglan Yu (808600)

### Approval of agenda:

The agenda was unanimously approved as distributed.

### Approval of minutes

The minutes of the previous meeting were unanimously approved as distributed.

<i>Project Plan: Week 11, Date 13/10/18</i>					
<i>Task</i>	<i>Resources/ Attendees</i>	<i>Estimated Time</i>	<i>Actual Time</i>	<i>Completed</i>	<i>Comment</i>
Progress Review	Project Manager	30 min	30 min	Yes	Completed as plan. Review all preceding design materials and plan implementation.
Define the Scope of Testing Acceptance	IT staff	30 min	15 min	Yes	Takes less time. Review testing basis. Define the acceptance testing cases.
Define acceptance criteria	IT staff	30 min	30 min	Yes	Complete as plan. Define overall testing scenarios.
Form-Based Testing	IT staff	1 hour	1 hour	Yes	Completed as plan. Form filling working as designed

Functional Testing	IT staff	1 hour	1 hour	Yes	Completed as plan. Functions for different security level working as designed
Task Assignment	Project Manager	30 min	30 min	Yes	Remaining work assigned evenly.

**Next meeting**

Video online meeting held every day to supervise execution.

The next general meeting will be at 1 pm on Oct 9th, 2018 at Law School.

Minutes submitted by:       Xinjie Lan  
Approved by:                 Shenglan Yu

*Meeting of:* GiveMeFive  
*Held at:* Law School  
*Date:* Oct 9th, 2018  
*From:* 1pm - 3pm

**Opening:**

The regular meeting of the GiveMeFive was opened at 1 pm on Oct 9th, 2018 in Law School by Shenglan Yu.

**Present:**

Xinjie Lan (910030); Chen Xu (945756); Runsheng Zhao (941554); Shenglan Yu (808600)

**Approval of agenda:**

The agenda was unanimously approved as distributed.

**Approval of minutes**

The minutes of the previous meeting were unanimously approved as distributed.

<i>Project Plan: Week 11, Date 13/10/18</i>					
<i>Task</i>	<i>Resources/ Attendees</i>	<i>Estimated Time</i>	<i>Actual Time</i>	<i>Completed</i>	<i>Comment</i>
Progress Review	Project Manager	15 min	15 min	Yes	Completed as plan. Review all preceding design materials and plan implementation.
Final Modification	IT staff	1 hour	30 min	Yes	Takes less time. The whole product working as expected
Discuss the Presentation	Whole Team	30 min	30 min	Yes	Completed as plan. Presentation content discussed
Management Review	Project Manager	30 min	30 min	Yes	Completed as plan. Update the PMP.
Task Assignment	Project Manager	15 min	15 min	Yes	Remaining work assigned evenly.

Minutes submitted by: Xinjie Lan  
 Approved by: Shenglan Yu

*Meeting of:*            *GiveMeFive*

*Held at:* RMIT library  
*Date:* Sep 24th, 2018  
*From:* 10am - 2pm

**Opening:**

The regular meeting of the GiveMeFive was opened at 10am on Sep 24th, 2018 in RMIT library by Shenglan Yu.

**Present:**

Xinjie Lan (910030); Chen Xu (945756); Runsheng Zhao (941554); Shenglan Yu (808600)

**Approval of agenda:**

The agenda was unanimously approved as distributed.

**Approval of minutes**

The minutes of the previous meeting were unanimously approved as distributed.

<i>Project Plan: Non-teaching Week, Date 24/09/18</i>					
<i>Task</i>	<i>Resources/ Attendees</i>	<i>Estimated Time</i>	<i>Actual Time</i>	<i>Completed</i>	<i>Comment</i>
Progress Review	Whole Team	30 min	1 h	Yes	Takes longer time. Complete the cost estimation task remained in the last meeting. All other tasks finished as planned.
Relational Data Table	IT staff	30 min	30 min	Yes	Finish as planned.
Interface Logic and Interaction	IT staff	1 h	1.5 h	Yes	Takes longer time. Find it hard to draw standard diagrams. Finish the specialised version of diagram. Need bit modification.
UX design	IT staff	30 min	30 min	No	Find it hard to process. Lack knowledge. Assign research homework.
Task Assignment	Whole team	15 min	15 min	Yes	Remaining work assigned evenly.

**Next meeting**

The next general meeting will be at 12pm on Sep 26th, 2018 at Law School.

Minutes submitted by:      Chen Xu  
Approved by:                Shenglan Yu

*Meeting of:                GiveMeFive*  
*Held at:                    Law School*  
*Date:                        Sep 26th, 2018*  
*From:                        12pm - 2pm*

**Opening:**

The regular meeting of the GiveMeFive was opened at 12pm on Sep 20th, 2018 in Law School by Shenglan Yu.

**Present:**

Xinjie Lan (910030); Chen Xu (945756); Runsheng Zhao (941554); Shenglan Yu (808600)

**Approval of agenda:**

The agenda was unanimously approved as distributed.

**Approval of minutes**

The minutes of the previous meeting were unanimously approved as distributed.

<i>Project Plan: Non-teaching Week, Date 26/09/2018</i>					
<i>Task</i>	<i>Resources/ Attendees</i>	<i>Estimated Time</i>	<i>Actual Time</i>	<i>Completed</i>	<i>Comment</i>
Progress Review	Whole Team	30 min	1 h	Yes	Define the UX design principle and assign the documentation work to Shenglan. Other tasks on time.
Preliminary Testing Procedure	IT staff	1 h	1 h	Yes	Define unit testing case as planned. Assign Xinjie to make documentation.
Risk Review	Risk Analyst	30 min	30 min	Yes	More fresh risks identified. And risk modification.
Management Review	Whole team	30 min	1 h	Yes	Update the PMP according to feedback.
Task Assignment	Whole team	15 min	15 min	Yes	Remaining work assigned evenly.

**Next meeting**

The next general meeting will be at 10am on Oct 1st, 2018 at Law.

Minutes submitted by: Shenglan Yu  
Approved by: Shenglan Yu