

Minutes of Meeting 3, Held on august 8,2022

Present: Sarthak, Dempsey, James, Patton, Qichong, Yu

Apologies: N/A **Absent:** N/A

Meeting started: 7:00pm

ITEM	ACTION
1.1 Assign individual tasks of sprint 1 deliverables <ol style="list-style-type: none"> 1) Scope of work 2) Skills and resources audit 3) Risk register 4) Project acceptance test 5) Sprint 1 stories 	<ol style="list-style-type: none"> 1) Sarthak, Patton 2) Qichong 3) Yu 4) James 5) Dempsey
1.2 Discussion of backend frames work will be used in the project <ol style="list-style-type: none"> 1) Already contact to IT department and waiting on SharePoint access approval. 2) For SharePoint, SPFx is the framework to customise the SharePoint for our use. 3) SharePoint has building administration feature can be use and customise for the project which is suitable for the need of the requirement from client. 4) If the access of SharePoint cannot be granted, Django, relational database and Flask will be backup solution for the project. For now, Django might be more viable option for the project. 	<ol style="list-style-type: none"> 5) All
1.3 Discussion of front end <ol style="list-style-type: none"> 1) Skills will be used in the font are Jinja, html, CSS, JavaScript 2) JavaScript can link to backend with React framework 	<ol style="list-style-type: none"> 1) All
1.4 Discussion of Testing <ol style="list-style-type: none"> 1) Use Selenium for automating user simulation 	<ol style="list-style-type: none"> 2) All
1.5 Assign roles in the project <ol style="list-style-type: none"> 1) Front end 2) Back end 3) Testing Select 4) One manager per Sprint (Minimum 3) to ensure the project progress consistently, too many managers could lead to difficulties of management. 	<ol style="list-style-type: none"> 1) Sarthak, Yu 2) Patton, Qichong (backend framework), Dempsey (SQL database) 3) James
1.6 Discussion scope of the project <ol style="list-style-type: none"> 1) Prioritize the functionality of interactable Map, take search as secondly task as it is only required if it can deliver. 2) More detail needs to clarify during the client meeting this week. 	<ol style="list-style-type: none"> 1) All
1.7 Date of next client meeting <ol style="list-style-type: none"> 1) Scheduled: Wednesday August 8th 12:15pm, Microsoft Meeting 	<ol style="list-style-type: none"> 1) All

Meeting close: 8: 00pm