

# Study Plan Project

## Meeting Minutes

### <Initial Meeting>

### Meeting No: <1>

#### MEETING DETAILS

<b>DATE:</b>	18/09/2015
<b>VENUE:</b>	Skype Meeting
<b>ATTENDEES:</b>	Dr Santha Sumanasekara, Harrison Slater, Duane McMahon, Jennifer Dousset, Bret Thomas, Michael Baggott
<b>APOLOGIES:</b>	Alistair Goulding
<b>COPY TO:</b>	

#### INFORMATION / DECISIONS

No	ITEM
1	Generator outline: Step 1 - Identify course and load default plan (Input) Step 2 - a) allow user to mark exemptions (Input) b) remove exemptions Step 3 - Generate automated study plan, taking into account pre-reqs and availability (Inputs - pre-requisites and availability) Step 4 - User can rearrange units, waive pre-reqs (Input) Step 5 - Generate final study plan and store with studentID (Share with student via authenticated ID)
2	School offers 4 programs, templates for courses yet to be provided
3	Project will not use live data, maintenance requirement may need more clarification
4	Optimised study plan should span 5 semesters (20 units, 4 units per SP)
5	Only staff are required to have access to the web application, student will access final plan via Google Doc
6	Still not clear how RMIT will switch from our dummy data to their live data. Surely the database tables will have to match? Or will it be re-programmed to match?
7	Style is up to us, usability is important and will be assessed
8	Santha has said that our database will be replicated, whether it be SQL/MySQL is not important
9	All Google Docs should be accessible from the project Trello board
10	Trello board will be used to assess student involvement, make sure to keep it up to date and assign roles
11	Assessable items: Usability, Optimisation Algorithm, Maintainability
12	Shekhar to advise if RMIT can provide hosting to test with, or at least advise if current direction for framework is suitable, including database
13	Need to schedule next meeting, Thu nights no good for Santha. Sunday afternoon ok. Friday nights 7pm good for Santha.

#### ACTION ITEMS

<Enter Decision / Information and any Action Item description attached>

**Note 1:** The 'Who' must be someone present at or an apology for the meeting. If the item is to be actioned by neither of these, then someone in the meeting need be responsible for the action

**Note 2:** The numbering system is the number of the meeting followed by the action number. That way there is a record of which meeting the action was allocated.

**Note 3:** The action will be followed by an UPDATE: if it carries over a number of meetings

No.	ITEM	Who	By
1.1	CAS login	Duane Harrison	27/09/15
1.2	Set up repository, get live hosting working	Duane	Complete
1.3	Project charter	Bret	23/09/15
1.4	Database design	Jennifer	27/09/15
1.5	Site mock-up	Michael to follow up	27/09/15
1.6	Use case diagrams	Michael to Follow up	27/09/15
1.7	Schedule next meeting	Michael to follow up	
1.8			
1.9			
1.1			