

Meeting Minutes

Team 10

24 Oct 2024

1 Meeting Notes

- The OER is for the module not for the stakeholders
- Each member needs to spend 7-10 hours per week for this module and project (time management)
- For the interview with the stakeholders
 - 3 members to meet with stakeholders
 - First, let stakeholders check the consent form and sign it
 - If want to record the meeting, need to get stakeholders' permission
 - Do not make commitments at the first meeting
 - After the first meeting, do research and analyze the feasibility, then negotiate with stakeholders
 - Analyze the skill sets of each member within the team after the meeting
 - Write a requirement document to make sure what we want is aligned with what they want to do
 - After negotiating with stakeholders, write the SRS(software requirements specification) and signed by the two parties

2 To do list

- Full checklist(section 7a), consent form and information form (before Monday night)
- Research about what is OER(Open Educational Resources)
- Report about why choose Jira to do the project management, what is the advantage about Jira and what is the limitation
- Write a draft email to interview with stakeholders

- with the suggest time, place, and the meeting plan (ask if it is OK)
- Write the detailed plan about the interview with stakeholders
- Outline the technologies that we will use in the project and how to learn it
- Familiar with the techniques about latex, markdown, and the technologies that will use