MINUTES MEETING 01

REQUIREMENT GATHERING

Date: 23 September 2021

Time: 1630 to 1700 HRS

Facilitator: Professor Cao Qi

Attendees

Name	Meeting Roles	Agile Roles
Mr Daniel Tan	YOOZOO Supervisor/Client	
Sum Yuan Loong	Meeting Chair	QA Tester
Kenji Leong	Media IC	Scrum Master
Ngo Wei An	Note Taker	Product Owner
Josiah Tang Kai Ern	Timer	Product Designer
Ang Yi Fei	Agenda Checker	Developer

Agenda

1. Introduction of Team Members
2. Understanding of Project
3. Question and Answer (Docker/Dashboard)
4. Expected Deliverable

Next Meeting: Project Demonstration 1

28 October 2021 | Time: 1400-1800 HRS, Location: Microsoft Team

Deliverables

1. UI Design
2. Database Structure

Agenda Items : Understanding of Project

Time Allocated	5 minutes	**Presenter**
Action Item	Presented our understanding of the project to our client	Sum Yuan Loong
Conclusion	Client has no issue with our understanding	

Agenda Items : Question and Answer (Docker)

Time Allocated	10 minutes	**Presenter**
Action Item	Clarify questions regarding on Docker/ Dashboard	Kenji Leong Sum Yum Loong Ngo Wei An Ang Yi Fei
Conclusion	- MicroK8/Minikube can be used as a simulation for Kubernetes - Docker projects should be stored privately on DockerHub - Gitlab Repository will contain container so docker is not required - Generic sample for CI/CD pipeline will be provided - Vulnerability scanning should cover cloud scanning, application scanning, file scanning, and anonymous software - Postgresql Database needs to be used for setting up database structure - Code Quality such as ESLint will be used - Simulated VM will be provided - Vulnerability Tools will need to be proposed	
Follow up Action	Database structure shall be propose	

Agenda Items : Question and Answer (Dashboard)

Time Allocated	10 minutes	**Presenter**
Action Item	Clarify questions regarding on Dashboard	Josiah Tan Kai Ern
Conclusion	- Dashboard will be standalone - Three different group of users: Operator, Developer and Administrator Administrators oversee the whole process ○ Operator is to find the error and troubleshoot. ○ Operator can assign the task to multiple developer ○ Developer oversees the specific part which need to be fix ○ The same developer will be prompt again if the issue is not resolved within the time - Access rights will be assigned to different kinds of users. Intern and Full time will have the same access right - If the issue is not resolved within a certain time the same developer will be prompt	
Follow up Action	Propose the access right for administrator, developer and operator Interactive user interface design for the dashboard will be propose as well	

Questions and Answer for Docker/Dashboard

Questions	Presenter
Collaboration required with the security operation dashboard team? Documentation on YOOZOO Kubernetes cluster?	Kenji Leong
What is your GitLab CI/CD pipeline? Tools used for vulnerability scanning?	Ngo Wei An
File scanning types required for a virtual machine? Which database service to be used and will diagrams be provided?	Ang Yi Fei
Level of code analysis/quality check? Docker license provided? Preferred programming language?	Sum Yuan Loong
Key data to be displayed on the dashboard? Top features you want for your dashboard? Roles/Authorization of operator, developer, administrator? Hierarchy of developers or task priorities which are assigned?	Josiah Tan Kai Ern

Taken by : Ngo Wei An

Vetted by : Ang Yi Fei

Approved by : Kenji Leong