

Minutes of the 2nd internal project members meeting

Date:	9 Nov 2022	
Time:	20:00 – 21:30	
Venue:	HPC1102	
Present:	Project team: Keith Kwok (Project Manager) Kelvin Yip (Technical Manager) Ng Ka Wai Davina (Product Owner)	Client: Ivy Wong

Introduction:

Kick-off meeting with the client. Gather user requirements.

Item	Description	Target Completion Date
1	<p>Client introduces on project scope which the project covers the following services:</p> <ul style="list-style-type: none"> ● Revamp existing website, build a mobile app. ● Provide options for surveyor to upload photos either by web or app or both. ● Design and develop content management system for admin user to update website content. ● Perform system testing and security check to ensure the project is in the right track. 	Nil
2	<p>Client provides information on current environment of existing website.</p> <ul style="list-style-type: none"> ● Provide a platform for the public to record the rare species in Hong Kong and share their findings by uploading photos of the extralimital species. ● Server stores the photos uploaded by the public via web. ● List of Hong Kong Birds will be published on the official website and app. ● Keep the public abreast of the latest news and activities related to the organization. ● A Survey form in excel format is used to gather surveyor information, such as location, date, time, name of surveyor. ● A Species information form in excel format is used to record rare species exist location, name of surveyor. 	Nil

3	<p>Client present user requirements and scope of work.</p> <p>Front-end applications (Web and app):</p> <ul style="list-style-type: none"> ● Bilingual website (English and Chinese) ● Public submission: <ul style="list-style-type: none"> ■ Collect Species seen before by uploading information such as Date / Time / Location / number of birds / range of birds in the same species / types of species can be chosen. ■ Share how they interact with birds. ■ Submit photos or videos for publishing approval <p>Content Management System (CMS):</p> <ul style="list-style-type: none"> ● Set roles: Admin and Moderator. Admin is the highest level role permission. Admin can modify system content and delete posts. ● Allows public posts and likes. Approval process given to CMS Admin to avoid public inappropriate comments. ● Enable moderator approval. Survey record need to be approved by the moderator. ● Notifications on/off ● Web / App content editing 	Follow up by Project Team and provide solution in System Analysis and Design stage
4	<p>Client concerns on the security level of major deliverables and the potential vulnerabilities. Technical measures include encryption, store and use of data.</p> <ul style="list-style-type: none"> ● Data protection is important. ● Limiting the types and amount of personal data collected could minimize the risk of data jeopardize on unused personal private data. ● It is encouraged to address data encryption at rest and/or in movement to prevent data breach. ● Add an ownership of copyright notice to remind not to steal the photos and improper use of photos. ● Photography usage rights agreement provided to public before he/she uploads photos. ● Copy and paste images is not preferred. Project Team need to provide solution to 	Follow up by Project Team and provide solution in System Analysis and Design stage

	cater this issue.	
5	<p>Client present on the project schedule.</p> <ul style="list-style-type: none"> ● Client prefers to have a preliminary design to preview before programming stage. 	Follow up by Project Team and provide solution in System Analysis and Design stage
6	<p>Client present on the Project Management and Assurance Expectation.</p> <ul style="list-style-type: none"> ● The project team should focus on process improvement ● Product security is one of the major concerns ● To assure the project running smooth, quality control and monitor in every project milestone is a must. Purpose is to check and test the quality requirements are met. ● Database security is an ongoing concern. Project Team need to provide IT solution. ● Documentation : UAT and User Guide 	Follow up by Project Team and provide solution in System Analysis and Design stage
7	<p>Optional functions:</p> <ul style="list-style-type: none"> ● Set user authorities and allow third party user, NGO, to contribute on the content update. ● Data is encrypted in transit. ● Provides a way for the surveyer to delete data if requested. ● Place watermark on images. ● GDPR Compliance Support. 	Follow up by Project Team and provide solution in System Analysis and Design stage
8	The meeting was adjourned at 21:30.	Nil
9	<p>Coming Activities:</p> <ul style="list-style-type: none"> ● Next meeting with client will be Dec 7th 2022 	Nil