

Minutes of the 2nd internal project members meeting

Date:	7 Dec 2022	
Time:	21:00 – 21:30	
Venue:	HPC1102	
Present:	Project team: KWOK KA KIT (Scrum Master) YIP KIN WANG (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"> ● Build a public website and build a mobile app(or muti-platform website) ● Provide options for researcher 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.(??extra ??) ● A Survey form in excel format is used to gather surveyor information, such as location, date, time, name of surveyor, photo. ● A Species information form in excel format is used to record rare species exist 	Nil

	location, name of surveyor, photo.	
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 / Date / Time / Location / amount 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 (must include in each submission) <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 	Follow up by Project Team and provide solution in System Analysis and Design stage

	<p>provided to public before he/she uploads photos.</p> <ul style="list-style-type: none"> ● Copy and paste images is not preferred. Project Team need to provide solution to 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 researcher 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

Questions to the client:

- Provide hosting services? Domain, website server, database server

- Need maintenance services? If yes, how long will be the services last?
- All the features and functions in the existing website will be kept?
- Will give user agreement?
- Design of website and apps request of color and style? Less text
- Vision and objective
- Risk management plan