

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	<ul style="list-style-type: none"> ● Product Owner provided the highlights of meeting agenda as follows: <ul style="list-style-type: none"> - Project Plan - Sitemap - Discuss on Content Categorization - Discuss on the findings after research - Provide sample of ownership of copyright notice - Provide sample of privacy statement - Review on 1st web design layout - Review on the prepared content 	Follow up by Project Team and provide solution in System Analysis and Design stage
2	<ul style="list-style-type: none"> ● Technical Manager present the followings: <ul style="list-style-type: none"> - Content hierarchy - Conceptual idea on System Design - Conceptual idea on Database Design 	Follow up by Project Team and provide solution in System Analysis and Design stage
3	<ul style="list-style-type: none"> ● Scrum Master focus on the security issue: <ul style="list-style-type: none"> - Web authentication should adapt the W3C standard in order to create and use robust authentication credentials based on public key cryptography, it intends to define a web browser API. ● Suggested below security flow: <ul style="list-style-type: none"> - A network security mechanism known as a DMZ (demilitarized zone) separates an organization's internal network from the Internet. By doing this, it reduces how vulnerable the internal network of a company is to dangers from the outside. - By putting the web server in the DMZ, 	Follow up by Project Team and provide solution in System Analysis and Design stage

	<p>the server is separated from the rest of the network and preventing an attacker from accessing confidential information on the internal network in the event that it is hacked.</p> <ul style="list-style-type: none"> - The team continue study on GDPR Compliance Support. - The team continue study on data encryption during transition. 	
4	<p>Client advised that the website should elaborate more on the security when public user submitting the bird record.</p> <ul style="list-style-type: none"> ● Client spotted out current problem of the bird website as follows: <ul style="list-style-type: none"> - Directory level structure was not user friendly. - Some images located in the wrong order. ● Client commented on the website layout as follows: <ul style="list-style-type: none"> - Colors and Font styles may need to be fine tuned before project rollout. - The project team may try to provide responsive design demonstration on next meeting. ● Client emphasis on ensuring appropriate security measures is implemented ● Client suggested to subdivide web content review ● Client provided further admin panel requirements 	Follow up by Project Team and provide solution in System Analysis and Design stage
5	The meeting was adjourned at 21:30.	Nil
6	<p>Coming Activities:</p> <ul style="list-style-type: none"> ● The project team will study on the datasets from references website. ● The client would like to have an update on project progress on the android app design. ● The project team will present 2nd web design. ● Next meeting with client will be Jan 12th 2022 	Nil