

### Kick-off meeting minutes with client

<b>Date:</b>	<b>9 Nov 2022</b>	
<b>Time:</b>	<b>20:00 – 21:30</b>	
<b>Venue:</b>	<b>HPC1102</b>	
<b>Present:</b>	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	Client introduces on project scope which the project covers the following services: <ul style="list-style-type: none"><li>• Revamp existing website, build a mobile app.</li><li>• Provide options for surveyor to upload photos either by web or app or both.</li><li>• Design and develop content management system for admin user to update website content.</li><li>• Perform system testing and security check to ensure the project is in the right track.</li></ul>	Nil
2	Client provides information on current environment of existing website. <ul style="list-style-type: none"><li>• 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.</li><li>• Server stores the photos uploaded by the public via web.</li><li>• List of Hong Kong Birds will be published on the official website and app.</li><li>• Keep the public abreast of the latest news and activities related to the organization.</li><li>• An Survey form in excel format is used to gather surveyor information, such as location, date, time, name of surveyor.</li><li>• A Species information form in excel format is used to record rare species exist location, name of surveyor.</li></ul>	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"> <li>• Bilingual website (English and Chinese)</li> <li>• Public submission: <ul style="list-style-type: none"> <li>■ 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.</li> <li>■ Share how they interact with birds.</li> <li>■ Submit photos or videos for publishing approval</li> </ul> </li> </ul> <p>Content Management System (CMS):</p> <ul style="list-style-type: none"> <li>• Set roles: Admin and Moderator. Admin is the highest level role permission. Admin can modify system content and delete posts.</li> <li>• Allows public posts and likes. Approval process given to CMS Admin to avoid public inappropriate comments.</li> <li>• Enable moderator approval. Survey record need to be approved by the moderator.</li> <li>• Notifications on/off</li> <li>• Web / App content editing</li> </ul>	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"> <li>• Data protection is important.</li> <li>• Limiting the types and amount of personal data collected could minimize the risk of data jeopardize on unused personal private data.</li> <li>• It is encouraged to address data encryption at rest and/or in movement to prevent data breach.</li> <li>• Add an ownership of copyright notice to remind not to steal the photos and improper use of photos.</li> <li>• Photography usage rights agreement provided to public before he/she uploads photos.</li> <li>• Copy and paste images is not preferred. Project Team need to provide solution to</li> </ul>	Follow up by Project Team and provide solution in System Analysis and Design stage

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5	<p>Client present on the project schedule.</p> <ul style="list-style-type: none"> <li>Client prefers to have a preliminary design to preview before programming stage.</li> </ul>	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"> <li>The project team should focus on process improvement</li> <li>Product security is one of the major concerns</li> <li>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.</li> <li>Database security is an ongoing concern. Project Team need to provide IT solution.</li> <li>Documentation : UAT and User Guide</li> </ul>	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"> <li>Set user authorities and allow third party user, NGO, to contribute on the content update.</li> <li>Data is encrypted in transit.</li> <li>Provides a way for the surveyer to delete data if requested.</li> <li>Place watermark on images.</li> <li>GDPR Compliance Support.</li> </ul>	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"> <li>Next meeting with client will be Dec 7<sup>th</sup> 2022</li> </ul>	Nil