Minutes of the 2nd internal project members meeting

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| **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.

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| Item | Description | Target Completion Date |
| 1 | Client introduces on project scope which the project covers the following services:   * 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 | Client provides information on current environment of existing website.   * 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 location, name of surveyor, photo. | Nil |
| 3 | Client present user requirements and scope of work.  Front-end applications (Web and app):   * Bilingual website (English and Chinese) * Public submission:   + 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)   Content Management System (CMS):   * 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 | Client concerns on the security level of major deliverables and the potential vulnerabilities. Technical measures include encryption, store and use of data.   * 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 cater this issue. | Follow up by Project Team and provide solution in System Analysis and Design stage |
| 5 | Client present on the project schedule.   * 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 | Client present on the Project Management and Assurance Expectation.   * 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 | Optional functions:   * 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 | Coming Activities:   * 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 colour and style? Less text
* Vision and objective
* Risk management plan

Project plan should be ready today....our group is missing and can submit back to Ivy