

## CSIT321 Group D – Project Meeting Records

**Project Title:** *UOW Online Innovation Gallery*

**Client:** Mr. John Kerr – iAccelerate Program & Community Manager

**University of Wollongong – School of Computing & IT**

### Team Members

- **Jonty** – Lead Backend Developer
- **Dilan** – Backend Developer
- **Yoses** – Developer & Testing
- **Hasibur Rahaman** – Developer & Documentation
- **Ian** – UI/UX Designer & Figma Prototyping
- **Malik Hadi Ahmed** – Team Coordinator, Presentation & Research

## YEAR 2024 — Planning & Requirements Gathering Phase

Meeting No.	Date	Attendees	Agenda	Tasks Completed	Action Items / To-Do
1	14/08/2024	Full Team	Internal kickoff: role delegation, clarification of project scope	Assigned roles: tech team, documentation team, UI/UX team. Discussed whether platform is social/hub, discussed DB integration	Prepare questions for client meeting. Research similar university showcases.
2	15/08/2024	Team + John (online)	Initial client call: project expectations, timeline, early questions	John clarified it would be a gallery site embedded into UOW network. Filter features suggested. Figma recommended for design prototyping.	Start drafting project scope doc. Confirm authentication method.

3	19/08/2024	Full Team + John (in person)	Finalizing specification & feature list	Authentication via Cognito approved. Admin and student views discussed. Integration with UOW branding suggested.	Begin wireframes. Draft executive summary. Document functional/non-functional requirements.
4	26/08/2024	Full Team	Presentation planning & tech stack discussion	Selected tech stack: Next.js, AppSync, Cognito, DynamoDB. MUI chosen for UI. Roles and responsibilities updated.	Create Gantt chart and WBS. Finish draft for Assessment 2.
5	29/08/2024	Full Team	Design finalization & presentation prep	Finalized Figma wireframes, user stories defined. Identified project risks and mitigation strategies.	Prepare speaker notes for team presentation. Upload content to GitHub repo.
6	08/09/2024	Full Team	Internal rehearsal before presentation	Review of content, slides, and design. Missing content on executive summary and team strengths flagged.	Submit pictures, rehearse timing. Submit presentation by midnight.
7	16/09/2024	Team + John	Feedback on early wireframes	John suggested more visual polish, feedback form, and user flow refinements.	Update wireframes, include accessibility features.
8	23/09/2024	Team + John	Design review & DB schema approval	Final design approval. DynamoDB schema discussed. Emphasis on scalability and moderation queue.	Start implementing frontend components. Set up AWS backend.

9	13/10/2024	Full Team	Presentation structure discussion	Discussed role split for live demonstration. Added project risks and mitigation strategies.	Finalize content, start recording if needed.
10	18/11/2024	Team + John + Jake	Walkthrough of website & figma prototype	Reviewed implemented MVP, basic filtering and login working. Discussed hosting logistics and email integration.	Prepare deployment guide. Validate S3 uploads.
11	04/12/2024	Full Team	Tooling migration & project planning	Moved to Slack, Jira, Confluence. Created Sprint 1 backlog (Dec 4 – Jan 1).	Assign story points. Start sprint.
12	10/12/2024	Full Team	Sprint 1 status check	Everyone assigned specific tasks (e.g., Cognito integration, S3 uploads). Code base initialized.	Mid-sprint review planned. Verify authentication + file upload flows.

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## YEAR 2025 — Development, Testing & Final Delivery Phase

Meeting No.	Date	Attendees	Agenda	Tasks Completed	Action Items / To-Do
13	03/03/2025	Full Team (after class)	Semester restart & sprint planning	Reviewed what was done in holidays. Refined backlog. Decided to improve	Complete backlog grooming. Plan user acceptance test (UAT).

				responsiveness and moderation dashboard.	
14	06/03/2025	Team + John	System progress update	Live walkthrough of progress. Discussed missing notification system. John satisfied with UI direction.	Add SNS/Lambda planning in backlog. Finalize role-based access.
15	10/03/2025	Full Team	Dev catch-up	Reviewed UI components. Added improvements to project submission form. Discussed MVP cutoff.	Conduct internal testing.
16	13/03/2025	Team + John	Mid-project review	Demonstrated login, moderation, and image upload features. John liked simplicity.	Expand public gallery filter features.
17	14/03/2025	Full Team	Internal checklist session	Defined deployment script needs. Finalized naming convention for branches.	Prepare GitHub CI pipeline. Finalize documentation format.
18	26/03/2025	Team + John	Client UAT round 1	Client tested submission and moderation flow. Issues identified with image resolution and tag filtering.	Bugfixes. Rework image validation.
19	02/04/2025	Full Team	Internal code review	Reviewed PRs. Finalized filtering logic. AWS Amplify integration retested.	Merge feature branches. Prepare deployment.
20	03/04/2025	Team + John	Client UAT round 2	Passed all client test cases. John gave greenlight for deployment phase.	Prepare handover documentation. Finalize hosting.
21	09/04/2025	Full Team	Final testing & bugfix session	Patched edge cases, added fallback states, fixed S3 URL issues.	Conduct final QA pass. Prepare demo video.

22	10/04/2025	Team + John	Final handover approval	Deployment guide submitted. John reviewed transition documents.	Create final PowerPoint + promotional summary.
23	07/05/2025	Full Team	Post-handover retrospection	Team discussed sprint planning effectiveness. Identified issues with unclear ownership in earlier sprints.	Document lessons learned.
24	08/05/2025	Team + John	Final client feedback	John provided final client endorsement. Liked system's scalability and modularity.	Archive project. Transfer repo ownership.
25	14/05/2025	Team + John	Post-presentation debrief	Discussed assessment feedback and project longevity. Discussed possibility of future enhancements (e.g., email notifications).	Close all tickets. Finalize formal report.
26	15/05/2025	Full Team	Internal wrap-up	Shared documentation responsibilities. Discussed hosting cost handover.	Submit final documents. Upload videos/screenshots to Moodle.
27	21/05/2025	Team + John	Final Submission Meeting	Delivered all assets and documentation. Client very satisfied.	None – project complete.

28	28/05/2025	Full Team	Closing reflection	Recapped key takeaways, reviewed goals, captured final notes. Group photo taken.	Celebrate
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