

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. |

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| 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. |

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| 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. |

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). |

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| | | | | 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. |

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| 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 retrospective | 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. |

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