Professional Computing - CITS3200 Team 30

**Team Meeting #7**horizontal line

**Date:** 06/10/22  **/ Time:** 5.45pm **/ Location:** Teams

**Chair:** Jordan

**Minutes:** Alexia

**Attendees:** Jordan Lee, Zack Zou, Edward Giles, Alexia Fassetta,Nicodemus Ong ​

**Apologies:**

**Minutes Duration:** 30 mins

# The meeting was declared open at 5.45 pm, quorum was present.

# The meeting was declared closed at 6.15 pm, quorum was present.

## **Confirmation of Previous Minutes**

**Motion:** “To accept the 27/09/22 minutes as true and correct”

**Moved:** Ed

**Moved Unanimously** / Moved by Majority

**AGENDA**

| **Topic:** | **Actioned**: |
| --- | --- |
| 1.1 Update all members on assigned tasks | All |
| 1.2 Delegate future work | All |
| 1.3 Concerns, comments, further discussion | All |

## **1.1 Update all members on assigned tasks**

* Alexia
  + To start installation/ user guide documentation/ ethics document
  + Will combine the address table into the people table
* Jordan
  + Continue with adding tables into the front end & further improve user experience
* Edward
  + Work with Zack to do the queries
* Nic
  + Working on the importing function to write all the data into the database using Django table data migration
* Zack
  + To update on Friday/ Saturday

## **1.2 Tasks and Delegate work.**

* To meet up on Saturday the 8th to work over our stories and the related sub tasks.

**PRIORITIZE**

Ed - Data Linkage

Zac - Multi Table - make new branch - comments on code

Jordan - HTMS alignment w Zacs Work

## **1.3 Concerns, comments, further discussion**

**Github**

* If you are making changes - create them in separate pull requests so the merge is easier for Edward.

**Mentor meeting**

* Michael has confirmed that we are required to have 4 Mentor meetings
  + Link:https://secure.csse.uwa.edu.au/run/help3200?p=np&opt=B103
  + we've only had 2
  + The final Mentor meeting will be after submission and will in effect be a debrief/post-mortem (depending on how the project went).

**Upcoming meetings**

* Everyone confirm availability on Friday (14th) 2pm to meet before we submit the final deliverables?
  + Agenda;
    - Technical communication with regards to the user guide & installation
    - how to prepare for the user Tests that the auditor will do.