MONASH
University

**Jason Siu <csiu0002@student.monash.edu>**

# Reminder of a meeting on preliminary system requirements -- 11am on March 29
3 messages

**Jason Siu** <csiu0002@student.monash.edu>                26 March 2021 at 13:06
To: peter.huynh@monash.edu

Dear Charli,

On behalf of the development team, this email is to inform you that our upcoming meeting on preliminary system requirements will be held on :

**March 29 via Zoom,** from **11:00 am AEDT to 11:15 am AEDT.**

Please find the attached, for your acknowledgment, the Agenda. Should you require further information please contact me at this email.

Yours Sincerely,

Jason

System analyst of Quatro J

📄 **MADA_Interview_Meeting_Agenda_QuatroJ.pdf**
   50K

**Jason Siu** <csiu0002@student.monash.edu>                26 March 2021 at 13:09
To: jtho0054@student.monash.edu, jvan0048@student.monash.edu, nmut0005@student.monash.edu

[Quoted text hidden]

📄 **MADA_Interview_Meeting_Agenda_QuatroJ.pdf**
   50K

**Peter Huynh** <peter.huynh@monash.edu>                26 March 2021 at 15:26
To: Jason Siu <csiu0002@student.monash.edu>

Dear Jason and Quatro J,
Thank you for your agenda.
I am looking forward to seeing you all on Monday.

Regards,
Charli

[Quoted text hidden]

# FIT2001 Team 84 – Client Interview Meeting Agenda

Meeting Zoom link:

[https://monash.zoom.us/j/89903716082?pwd=U2tDanRrNTMzSGNRY3pWOHFGVW1uZz09](https://monash.zoom.us/j/89903716082?pwd=U2tDanRrNTMzSGNRY3pWOHFGVW1uZz09)

| | |
|---|---|
| **Date:** | Monday 29<sup>th</sup> of March |
| **Time:** | 11:00 – 11:15am |
| **Location:** | Online Via Zoom |
| **Attendees:** | Jason Ching Yuen Siu, Josh Van Der Veen, Nikola Mutic, Jack Thompson, Charli Huynh |
| **Minutes:** | Jason Ching Yuen Siu |

1. **Greeting**: Developers to introduce themselves

2. **Interview Questions**:

    a. **Features** – What would we like the new system to do?

    b. **Users** – Who will have access to the new system?

    c. **Current System** – What can we learn/utilise from the existing system?

    d. **Integration** – Will this be for current or future students?

3. **Other Business**

4. **Meeting close** – 11:15am

INTERVIEW QUESTIONS:
1. What features would you like to see in the new system? (>5mins)
    a. Which of these features are most important to you?

       (existing features)
        i. Meeting scheduling
        ii. Feedback report
        iii. Centralised system
    b. What do you mean when requesting some things to be automated?
        i. How does this affect meeting scheduling?
        ii. Is catering and related features included in automation?
    c. What do you want to see in a report?
2. Who will have access to this new system? (5mins)
    a. What features will each person have access to?

       (existing users)
        i. Phd students
        ii. Supervisors
        iii. Assessment panelists
        iv. Admin staff
3. What can we learn or utilise from the existing system?

   (skip if low on time)
    a. What problems do you currently have with the existing system?
    b. Is the new system for existing students or only new ones?

# Quatro J Ptv. Ltd

## Meeting Minutes

| | |
|---|---|
| **Date:** | Monday 29th March |
| **Time:** | 11.00am |
| **Location:** | Zoom |
| **Attendees:** | Charli Huynh, Jason Siu, Joshua Joshua Van Der Veen, Jack Thompson, Nikola Mutic |
| **Minutes:** | Jason Siu |

| Item No. | Item | Speaker |
|---|---|---|
| 1. | Greeting | Jason |
| 2. | Agenda items for this meeting | Jason |
| 2.1. | Features to be seen in the system | Jason |
| 2.1.1. | Problems of the existing problems<br><br>- Poorly managed where students and supervisors sometimes forgot the meeting dates | Charli |
| 2.1.2. | Meeting scheduling<br><br>- Embed a notification of meetings for students and teachers<br>- Match the meeting date automatically for students and teachers | Charli |
| 2.1.3. | Feedback report<br><br>- Automate the feedback report for panel members<br>- Create a tick box for students to tick once reports are uploaded<br>- Allow students to upload their documentations<br>- Enable panel members to comment on students' works to see if students are satisfactory or not | Charli |
| 2.2. | Level of the automation of the system | Jack |

| 2.2.1. | For each of the milestone meetings, <br><br> - Notify students to start planning milestone meetings eight weeks before <br> - Enter three meeting dates into the system for administrators <br> - Notify supervisors to confirm the meeting dates <br> - If not confirmed yet, notify them every day <br> - Allow supervisors to select the panel members <br> - Notify panel members to attend meetings | Charli |
|---|---|---|
| 2.3. | How is catering being recorded in the system? | Jack |
| 2.3.1. | - Make a tick box for catering in the system | Charli |
| 3.1 | Who is going to have access to the system? | Joshua |
| 3.1.1 | Three main users: <br><br> - PHD students <br> - Supervisors <br> - Panellists | Charli |
| 3.2 | What features will each user have access to? | Nikola |
| 3.2.1 | PHD Students: <br><br> - Set meeting dates <br> - Upload relevant documents for progress meetings <br> Supervisors: <br><br> - Confirm date students has entered (Cannot change date) <br> - Provide feedback to students <br> - Check off documents submitted by students <br> Panellists: <br><br> - Confirm date students has entered (Cannot change date) <br> - Provide feedback to students <br> - Check off documents submitted by students <br> - Decide whether or not a PHD students is meeting satisfactory requirements via a checkbox | Charli |
| 3.2.2 | Form that was shown on screen, which is the form used in the manual system. Refer to appendix. | Charli |
| 3.3 | Is the new system only for new students, or will it also be for existing PHD students? | Nikola |
| 3.3.1 | - New system is primarily for new students <br> - If time permits, the plan is to transfer the data from the manual system to the new system | Charli |
| | Other business | |

# Appendix:

The form used in the existing system shown by Charli during the meeting :

Student Name:  SURNAME, First Name                    Student ID: _____

Milestone:  Milestone no.

Milestone Date: ____/_____/_____

Possible meetings:     S1     S2         P1     P2       P3

1. Meeting 1     ☐     ☑         ☐ ☐   ☐☐☐
2. Meeting 2     ☐     ☑         ☐☐☐ ☐☐☐   ☐☐☐
3. Meeting 3     ☑     ☐         ☐☐☐ ☐☐☐   ☐☐☐

Location: _____     Tech support ☐   Catering ☐   Stationery ☐

Panel members
1. Panel member 1
2. Panel member 2
3. Panel member 3

All milestone documents received:

|  | Milestone 1 | Milestone 2 | Milestone 3 |
| --- | --- | --- | --- |
| Report | ☐ | ☐ | ☐ |
| Chapter | ☐ | ☐ | ☐ |
| Exhibition Plan |  |  | ☐ |

Milestone documents sent to panel members and supervisor: ☐

**MILESTONE FEEDBACK**

[text box]

---

3. Panel member 3

All milestone documents received:

|  | Milestone 1 | Milestone 2 | Milestone 3 |
| --- | --- | --- | --- |
| Report | ☐ | ☐ | ☐ |
| Chapter | ☐ | ☐ | ☐ |
| Exhibition Plan |  |  | ☐ |

Milestone documents sent to panel members and supervisor: ☐

**MILESTONE FEEDBACK**

[text box]

**Milestone Progress Result:**     Satisfactory ☐     Unsatisfactory ☐

# Stakeholders

| Power/ Authority | High | Keep satisfied | Key players<br>- Charli<br>- Admin staff |
|---|---|---|---|
| | Low | Minimal effort<br>- University staff | Keep informed<br>- PHD Students<br>- Supervisor<br>- Panel |
| Stakeholders | | Low | High |
| | | Interest / Investment | |

List of people involved

- Charli, Admin staff
    - Charli and Admins both have high power and investment since they will be in charge of managing the system once it is implemented
    - Charli has the highest power and investment as he is the one who requested the new system and is responsible for liaising with the development team
- PHD Students, supervisors, panel
    - PHD students, their supervisors and the assessment panel each have high interest, because they are the system's primary users, but low power, as they have little say over its design and implementation.
    - The system is designed to help admin staff organise meetings for these stakeholders
- University staff
    - Other university staff, who are not users of the meeting scheduling system, have low power and low interest.
    - The focus is on students doing a PHD, and whilst they may interact with other staff during study, these staff won't have much to do with the system