Kick-off Meeting Minutes

**Date**: 5-6-2023

**Time**: 09:00-09:57

**Location**: Microsoft Teams

**Minute-Taker:** Tyler McHugh

| **Attendees** | | |
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| **Name** | **Role** | **Attendance** |
| Rebecca Chambers | Client, fonder | Present |
| Tyler McHugh | Project Manager | Present |
| Jagdeep Singh | Front-End Developer | Present |
| Pardeep Kaur | Front-End Developer | Present |
| Wai Chun (Daniel) Kwan | Front-End Developer | Present |
| Zixuan Lou | Front-End Developer | Present |

| **Meeting Agenda** |
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1. Introduction and Welcome
2. Review of Current System
3. Vision of New System
4. Clarification of Front-End Requirements
5. Overview of Proposed Approach
6. Questions & Clarifications
7. Next Steps & Deadlines

| **Items Discussed** |
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The meeting was called to order at 09:00 by Tyler McHugh.

**Team Introduction**

* Team members introduced themselves and gave some background of their experience

**Client Introduction & Demonstration of Current Process**

* Main issues with the current solution
  + Process if very manual and labor intensive
    - Individualized assignments must be created for each student and uploaded to a shared folder
  + Process is split up between many services (Google Docs, Google Forms, PDF Filler)
* Issues with available solutions
  + Most LMS operate based on an entire class and content cannot be customized for the student
  + Additional functionalities that are not used can make the learning curve steeper for new students and facilitators

**General Questions for the Client**

* Would the client like to move away from GSuite entirely?
  + No the client suggested using Google docs embedded into the LMS rather than creating a custom word processor
  + The client would like to have video conferencing built into the LMS
* Does the application have any accessibility requirements
  + Yes, accessibility is important in this application
  + We will follow WCAG 2
* Should the LMS be integrated with the current wordpress site or will it be separate?
  + Client was open to suggestions but we came to the conclusion that integration would be the best solution for users of the LMS

**Handoff Packages**

* John is away on vacation so we were unable to access the handoff packages before this meeting
* The client was able to access packages 1 & 3 via old communications with the teams
* The client will email a team member from phase 2 to try to get access to the package

**Cooperation with Back-end Team**

* We will maintain communication with the Back-end team to determine exactly which team is responsible for which components
* Following the back-end team’s meeting with the client, we will meet with the back-end team and the client together if required or separately if it makes more sense

**Questions for Our Team**

* Do we know what exactly will be done by the end of the semester?
  + Not yet as we just received the handoff packages which will allow us to understand scope
  + We will determine scope and timelines in preparation for our next meeting

**Meetings**

* Weekly meetings (Every Wednesday 09:00)
* Teams(Same Link)

**Communication**

* Main method of communication is email along with our weekly meetings
* Project files will be shared via a shared folder in [Google Drive](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdrive.google.com%2Fdrive%2Ffolders%2F1bvkCpFGl49aosCB95TZ79YFtAlf_GkKk%3Fusp%3Dsharing_eip_m%26ts%3D64a5722a%26sh%3D6OK6BhgvLwd_LhsK%26ca%3D1&data=05%7C01%7Ckwan0042%40algonquinlive.com%7C3152d7aad3f34493ae1f08db7d5d0623%7Cec1bd9240a6a4aa9aa89c980316c0449%7C0%7C0%7C638241610712648199%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=tuUtecIPcz024eqeB67CiSlVtSbgHyWuQxS0bQFbSGI%3D&reserved=0)

**Next steps**

* Timeline (will be discussed and confirmed in upcoming meeting)
* Project Charter
* Review Handoff Packages
* Coordinate with the Back-end team

The meeting was adjourned at 09:57.

Submitted by: Tyler McHugh

Position: Project Manager

| **Action Items** |
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1. **Client**:

1.1 Approve Kick-off minutes

1.2 Review next meeting agenda

1.3 Approve Project Charter

2. **Tyler McHugh**:

2.1 Send the next meeting agenda by Monday. Jul 10

2.2 Approve and Complete Project Charter

2.3 Approve Kick-off minutes

2.4 Approve next meeting agenda

3. **Jagdeep Singh** :

3.1 Revise Kick-off minutes

3.2 Complete Project Charter

4. **Pardeep Kaur**:

4.1 Revise Kick-off minutes

4.2 Complete Project Charter

5. **Wai Chun (Daniel) Kwan**:

5.1 Revise Kick-off minutes

5.2 Complete Project Charter

6. **Zixuan Lou**:

6.1 Revise Kick-off minutes

6.2 Complete Project Charter

| **Next Meeting** |
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**Weekly Meeting**

**Date**: Wednesday, July 12, 2023

**Time**: 09:00 AM – 10:00 AM

**Location**: Microsoft Teams

An agenda will be sent in advance of the meeting. (**Monday. Jul 10**)