

CITS5206 UniCoders (Group 5206_3)

Minutes of Meeting 5 held on August 14, 2020 (Week 3b)

Present: Wasim Anwar, Manpreet Kaur, Zhuojun Yang,
Hao Li, (Han) Yit Tsin Chooi, Kang Liu

Apologies:

Absent:

Meeting Started: 4:00pm

ACTION

1.1 Introduction of the Team to Mentor Wasim Anwar

1.2 Team explained project overview to Mentor

1.3 Team explained their current situation and problems facing

1.4 Tips from Mentor:

- Project Manager is inward facing, focusing in coordinating the team and keep track of progress and due dates/life cycles.
- Product Manager is outward facing, focusing in understanding client's need. We lack Product Manager.
- Everyone must agree on what does it mean by having something being completed.
- Try our best to disqualify a process before it starts
- Every effort and resources put in must be worth the value for client
- Test something as soon as possible
- Every meeting should have tasks assigned to team member
- Every team member have to keep themselves accountable
- Mentor shared some reading about Agile Development in group
- Try build something visual for better high level understanding and for better presentation to the client
- Get a Microsoft Team

1.5 Q&A: What kind of things we should take note to avoid common mistakes in projects handling ?

- Lack of Communication & team/individual making assumption
- Set Good Culture : Every member's voice must be heard
- Set Good Culture : Autonomy, Individual's Accountability
- Set Good Culture : Everyone have to be comfortable with critics
- Every member will need to have good leadership.
- Every one must have a clear role

1.6 Date of Next Meeting

- TBC

Han

Meeting Closed: 5:05pm