



25/5/22 Week 3 Discussion

 Participants	
 Created By	
 Type	Minutes of Meeting
 Created	@May 25, 2022 10:25 PM
 Last Edited Time	@June 22, 2022 12:04 AM

Meeting Details (ported from Sheets)

Timestamp

25 May 2022 10:00am

Total Time

4 hours

Location

Zoom and WhatsApp

Attendees

- Marabel
- Ezra
- Darma
- Henry
- Gabriel

Agenda Details

No agenda was provided

Discussion Details

Topic 1: Website Layout Idea

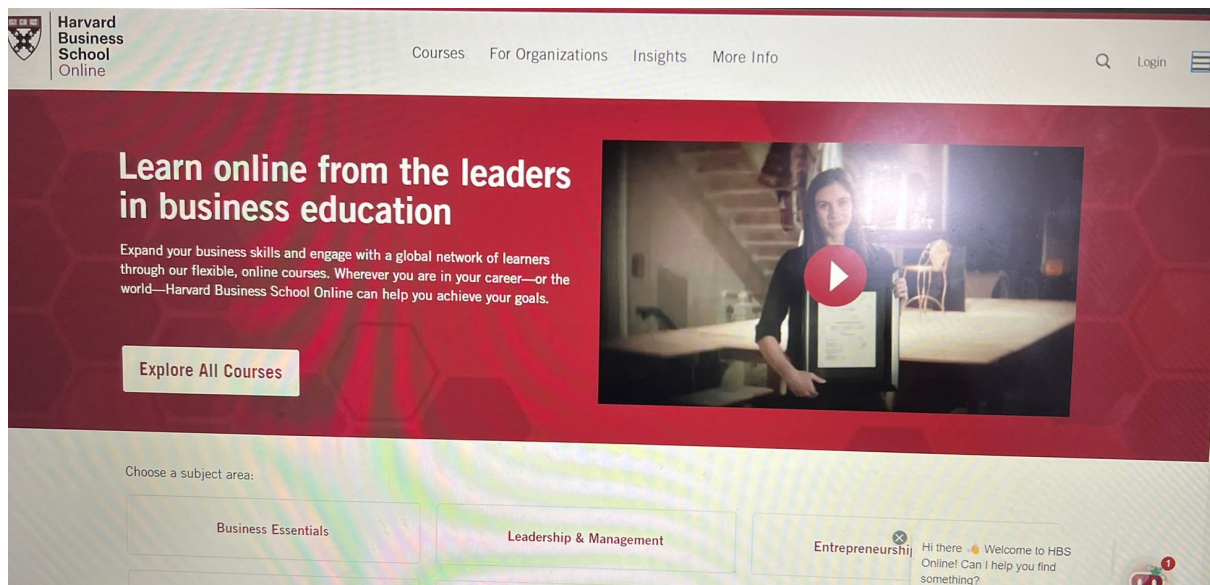
Opened By: Gabriel

Location: WhatsApp

Discussion Points:

Gabriel sends a screenshot of Harvard Business School's website and asks the team if that is what we want the website to look like. Ezra, Henry and Marabel agree.

Below is the screenshot Gabriel sent:



Topic 2: Project Management Tools

Opened By: Marabel

Location: WhatsApp

Discussion Points:

Marabel suggests the team to create a GitHub project as well as a slack/discord/teams group. Marabel informs the team that the Minutes of Meeting

documents will be moved to Notion.

Gabriel notes this.

Topic 3: Project Plan Task Allocation

Opened By: Gabriel

Location: Zoom and WhatsApp

Discussion Points:

Gabriel assigns Marabel to write the 'ethics, intellectual property and confidentiality considerations' section. Marabel agrees.

Marabel asks for who was responsible for the 'Aims' section. Gabriel responds that he and Ezra wrote it but it has yet to be finished. Marabel notes this.

Marabel asks for volunteers to write the 'Methods & Activities' section. Gabriel assigns Henry and Darma to write it. Darma and Henry agree.

Topic 4: Wireframe Draft

Opened By: Henry

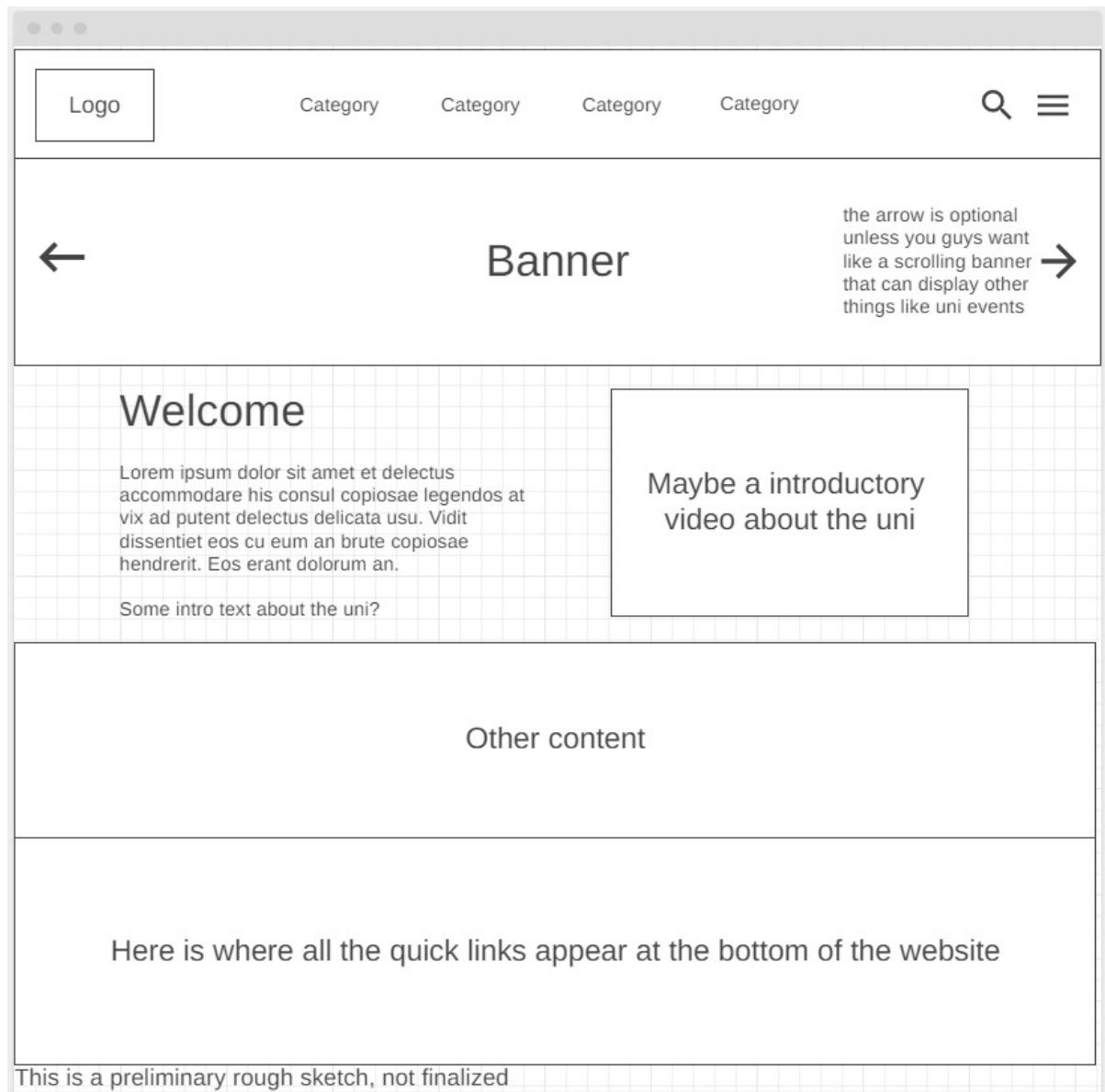
Location: WhatsApp

Discussion Points:

Henry sends a screenshot of his wireframe draft of the application's home page.

Gabriel and Marabel notes that it looks nice. Marabel suggest Henry to ask the tutor for evaluation.

Below is an image of his draft:



Topic 5: Meeting Important Points

Opened By: Gabriel

Location: WhatsApp

Discussion Points:

Gabriel assigns Henry to take notes of important points during the meeting with the tutor. Henry agrees.

He notes the following points (quoted word for word):

1. Continue analysis and design of project
2. Continue write-up for project plan
3. Everybody submit weekly task
4. Create github project + slack/discord/teams group
5. Screenshot project management tools
6. Meeting minutes must be detailed, not just 1 or 2 lines. (Includes things like who suggests what, who agree/disagree with this, who contributes what, who submitted high/low quality work)
7. When meeting minutes is sent out, give a email response time to write back on things that needs to be corrected/added, if nobody writes back after the email response time, then meeting minutes is confirmed
8. Assign responsibility for the content of the website, database design, interaction design and the full-stack development (front-end and back-end is important)
9. Video is also important for website, suggestion is to have contributor for the video, like for example take a video of yourself looking for accommodation
10. Beside doing the flow, also need to establish the content to display on the website
11. Discuss all these important things first as mentioned by bobby

Meeting Conclusion

Shared Agreements

- Marabel agrees to write the 'ethics, intellectual property and confidentiality considerations' section of the project plan
- Darma and Henry agrees to write the 'Method & Activities' section of the project plan
- Henry agrees to write down important points during this meeting

To-Do-Board

Open Items

1. Create GitHub accounts
2. Create Slack accounts

Closed Items

1. Submit Weekly Task 1
2. Do up pre-action plan

WIP

1. Do-up Project Plan

Action Items

1. Submit weekly task 2 & 3
2. Assign responsibilities for website content, database design, interaction design and full stack development
3. Discuss content of website