






1/6/22 Week 4 Discussion

 Participants	
 Created By	
 Type	Minutes of Meeting
 Created	@June 1, 2022 10:08 AM
 Last Edited Time	@June 22, 2022 12:04 AM

Meeting Details

Timestamp

1 June 2022 10:22am

Total Time

2 hours

Location

Zoom, Discord and WhatsApp

Attendees

- Marabel
- Gabriel
- Darma
- Henry
- Ezra

Agenda Details

No agenda was provided

Discussion Details

Topic 1: Project Plan Word Count

Opened By: Gabriel

Location: Zoom

Discussion Points:

Gabriel asked about the word count for the project plan. Darma, Henry and Marabel reconfirmed the word count with Gabriel.

Topic 2: Project Objective, Schedule and Task Contribution

Opened By: Gabriel

Location: WhatsApp and Discord

Discussion Points:

On WhatsApp, Gabriel asks Marabel if she can create the project schedule.

Marabel asks for the discussion to be continued on Discord. Gabriel agrees.

On Discord, Darma lists the following 3 objectives (quoted word for word):

1. Objective of the project: develop a freshman orientation portal
2. The Project schedule: the detail tasks, the sequence of the tasks, the specific date for completion for each task, the person responsible for each task
3. The specific task(s) contributed and completed by each team member since 12/5 the first week, i.e., for each week, what has been done, who did what and what discussions – who suggested what etc

Gabriel offered to complete the project objective and task contribution documents.

Gabriel suggests using a gantt chart to document the project schedule.

Marabel clarifies with Gabriel if he is asking her to create the project schedule.

Darma states that he can create the gantt chart and that a gantt chart will be able to cover all requirements of creating the project schedule. Marabel notes this and asks

if Darma would like to document the project schedule instead. Darma agrees. Marabel and Gabriel noted this.

Topic 3: Time Limit for Communication Replies

Opened By: Marabel

Location: Discord

Discussion Points:

Marabel asks the team to set a time limit for communication replies as suggested by the tutor.

Gabriel asks if this limit is between member to member or member to the lecturer. Marabel clarifies that it is between member to member to ensure that everybody responds to questions when asked.

- Henry suggests 30 minutes
- Gabriel suggests 45 minutes
- Ezra agrees with both Gabriel and Henry's suggestions
- Marabel agrees with both Gabriel and Henry's suggestions
- Darma does not respond.

Marabel sets the time limit to 30 minutes. No objections were raised from the team.

Marabel states that if members reply later than 30 minutes, a valid reason should be provided to the asker. Gabriel and Henry note this.

Topic 4: Static Website Homepage

Opened By: Gabriel

Location: Discord

Discussion Points:

Gabriel states that the static website for the homepage is in progress

Meeting Conclusion

Shared Agreements

- Henry, Gabriel, Ezra and Marabel agree that members should reply within 30 minutes of being asked a question.
- Gabriel agrees to complete the project objective and task contribution documents
- Darma agrees to complete the gantt chart document for project schedule objective

To-Do-Board

Open Items

1. Assign responsibilities for website content, database design, interaction design and full stack development
2. Discuss content of website

Closed Items

1. Submit weekly task 2 & 3
2. Create GitHub accounts
3. Create Slack accounts

WIP

1. Static website for homepage
2. Do-up Project Plan

Action Items

1. Objective of the project: develop a freshman orientation portal (Due: 1/6/20)
2. The Project schedule: the detail tasks, the sequence of the tasks, the specific date for completion for each task, the person responsible for each task (Due: 1/6/20)
3. The specific task(s) contributed and completed by each team member since 12/5 the first week, i.e., for each week, what has been done, who did what and what

discussions – who suggested what etc (Due: 1/6/20)