| **Project Name:** | **Conference Management System** | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 04/11/2015 | **Location:** | Library GS1 |
| **Minutes Prepared By:** | Ruixi He | **Charge time to:** | n/a |

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| 1. Purpose of Meeting |
| Review the original requirements again to find whether there is problem or conflict occur after the whole process of the first session. |

| 2. Attendance at Meeting | | |
| --- | --- | --- |
| **Name** | **Attended** | **Role/Organization** | **E-mail** |
| Sandon Joubert | BD21301_ | UX Designer, Lead Developer - Dev team | ssj199@uowmail.edu.au |
| CY Lim | BD21301_ | System Analyst, Developer - Dev team | cyl851@uowmail.edu.au |
| Michael Kong | BD21301_ | Project Sub-Manager - Dev team | mymk997@uowmail.edu.au |
| Junyan Fan | BD21301_ | Developer - Dev team | jf455@uowmail.edu.au |
| Ruixi He | BD21301_ | Database Administrator, Developer - Dev team | rh772@uowmail.edu.au |
| Loo Yee | BD21301_ | Developer - Dev team | lyl733@uowmail.edu.au |

| 3. Meeting Agenda |
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| The meeting will address issues such as:   * Review the original requirements again to find whether there is problem or conflict occur after the whole process of the first session. * Distribute the rest requirements to each member to review. |
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| 4. Meeting Notes, Decisions, Issues |
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| Discussion of the original requirements  paper management subsystem:   * F\_PM5, set uni to null * F\_PM5, change keyword to tag * F\_PM10, set sub category for tag; conference organiser should be able to define tags for the event such that all papers and users should have the tag to qualify for that particular category’s award * F\_PM9, will concert about it later   paper review subsystem   * F\_PR7, give reviewer a rank when conference organiser chooses reviewers (like the review of an expert is much more valuable than a normal person) * F\_PR25, during accepting and rejecting a paper to be part of a conference the conference chair can put the papers on a short list. * F\_PR19, remove the suggest reviewer by LinkedIn * Merge F\_PR16 into F\_PR8 * Remove F\_PR17 * Merge F\_PR13 into F\_PR8 * F\_PR22 best paper per category. If there is a clash, we award the clashing papers the best paper awards * Delete F\_PR21 * Reword P\_PR24, chair sets maximum amount of papers for each event (not each reviewer) * New requirement to save reviewer preferences (Sandon)   Requirements distributed:   * Matt: All 22 User Management Subsystem reqs, 8 In-House reqs and F\_A10 to F\_A12 * [Michael](https://www.facebook.com/langagemaster): Event Management and F\_V1 to F\_V9 * [Loo Yee](https://www.facebook.com/liew.l.yee.9): F\_V10 to F\_V20 * [Toby](https://www.facebook.com/toby.he.3): F\_L1 to F\_L11 * [Sandon](https://www.facebook.com/clethrill): F\_L12 to F\_L16, F\_TP1 to F\_TP6 * [CY Lim](https://www.facebook.com/byronl94): F\_TP7 to F\_TP17 * – [Blithe](https://www.facebook.com/blithe.fan): F\_TP18, F\_A1 to F\_A9 |

| 5. Action Items | | |
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| **Action** | **Assigned to** | **Due Date** |
| - | - | - |

| 6. Next Meeting | | | | | | |
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| **Date:** | | 17/11/2015 | **Time:** | 3pm – 4pm | **Location:** | N/A |
| Agenda: | Hopefully we will have the last meeting with Luke before the break. | | | | | |