| **Project Name:** | **Conference Management System** | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 3/3/2016 | **Location:** | Library GS2 |
| **Minutes Prepared By:** | LooYee Liew | **Charge time to:** | n/a |

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| 1. Purpose of Meeting |
| Plan out project schedule throughout the semester. |

| 2. Attendance at Meeting | | |
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| **Name** | **Attended** | **Role/Organization** | **E-mail** |
| Matthew Boroczky | BD21301_ | Project manager, Developer - Dev team | mb340@uowmail.edu.au |
| 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 |
| Blithe Fan | BD21301_ | Developer - Dev team | jf455@uowmail.edu.au |
| Toby 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:   * Plan out project schedule. * Set deadlines in developing each subsystem. |
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| 4. Meeting Notes, Decisions, Issues |
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| * Using ASANA to manage tasks and requirements iteration * Expected to develop login system in one week * Expected to develop location creation system in one week * Expected to develop event creation system in two weeks * Expected to develop reviewer selection system in three weeks * Expected to set up payment system in two weeks * Expected to set up paper submission system in two weeks * Expected to set up ticket purchasing system in two weeks * Expected to develop paper reviewing system in three weeks * Front end sub-team : Sandon (leader), Loo Yee, Jun Yan * Database sub-team : Michael(leader), Toby * IOS app sub-team : Matthew, CY * Work out APN schedules, expected to complete system by week 10 * Mainly focus on core and main requirements before going into stretch * Michael work on API * Frontend & backend work on user management requirements * Michael & Sandon - merge to master * Looyee & Junyan & Toby - pull request from Michael and Sandon * Michael and Sandon review and merge to branch * Matthew and CY - IOS flow, review and fix navigation |

| 5. Action Items | | |
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| **Action** | **Assigned to** | **Due Date** |
| Finish assigning Roles | All |  |
| Branch from master | Sandon, Michael | Week 2 |
| Branch from front end (Sandon) | Looyee, Junyan | Week 2 |
| Branch from back end (Michael) | Toby | Week 2 |
| User Management Requirements | Sandon, Michael, Looyee, Junyan, Toby | Week 4 |
| Review and merge to master | Michael, Sandon | Week 10 |
| IOS flow and navigation | Matthew, CY | Week 10 |
| API | Michael | Week 3 |

| 6. Next Meeting | | | | | | |
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| **Date:** | | 10/3/2016 | **Time:** | 12:30 | **Location:** | Library GS2 |
| Agenda: | * Weekly discussion | | | | | |