Meeting Minute 4

Program/Area:	TechLauncher - Million Courseworks Students (19-S2-2-C Million)
Meeting Date:	07/08/2019
Meeting Time:	17:00 PM to 19:00 PM
Meeting Location:	Hancock Library Room 3.33
Meeting Facilitator:	Sayed Zulfikar
Attendees:	Kundu Gui, Sayed Zulfikar, Xiangyu Chen, Zifeng Liu, Rui Zhang, Yichen Li, Lingyu Xia, Joseph Meltzer
Minutes Issued By:	Sayed Zulfikar

Agenda:	PIC
1. Project audits 1 discussion	Kundu
2. Repository discussion	All members
3. Next meeting preparation	All members

Discussion: (Items/Knowledge Shared)

1. Planning poker is a technique to distribute the weight of the tasks and as a result we could identify if some members have more work in advance.
2. The "copy paste" feature will be renamed as "Duplicate" feature. There will be two options to implement this feature, create feature then add Duplicate feature in it or the duplicate feature in the edit feature.
3. Timeline needs to be revised : test should not be in the time next to each other, date time format should be dd/MM/yyyy, Sprint 1 consist of Read and Update of the customisation interface feature, Sprint 2 consist of Create and Delete of the customisation interface feature, Sprint 3 consist of Duplicate feature and access control.
4. Mid sprint review is right after testing.
5. The client has a good relationship with ANU CECS Student Services.
6. Tester for the customisation interface is ANU Student Service staff. Client has the ability to help facilitate with ANU CECS Student Service.
7. Testing manager will manage the testing session with respective tester.
8. Roles for members will consist of two roles, primary and secondary. Both of them should refers to SFIA.
9. Joseph state the client's expectations and vision.

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10. Team should never show the code to other party. The code belong to the client and the team.
11. The project is called Million Coursework Student while the product is called Intelligent Course Scheduler.
12. Repo needs to be tidied up: typos, put Customisations Interface in it, remove terms like Good GUI and Bugs, make bullet points for resources and risk.
13. Currently the team has $430 free credit to support the server. There are two options: apply for techlauncher grant or ask ANU CECS Student Service to pay for the server.
14. Rank the tasks by importance.
15. Replace the transfer knowledge, setup, run in local server with "onboarding" term.
16. Put the meeting minutes in the front page but not directly.