Meeting Minute 2

Program/Area:	TechLauncher - Million Courseworks Students (19-S2-2-C Million)
Meeting Date:	01/08/2019
Meeting Time:	17:00 PM to 19:00 PM
Meeting Location:	Hancock Library Room 3.29
Meeting Facilitator:	Sayed Zulfikar
Attendees:	Kundu Gui, Sayed Zulfikar, Xiangyu Chen, Zifeng Liu, Rui Zhang, Yichen Li, Lingyu Xia
Minutes Issued By:	Sayed Zulfikar

Agenda:	PIC
1. Project scope brainstorming	Sayed
2. Project timeline	Sayed
3. Team leader election	All members
4. Next meeting preparation	All members

Discussion: (Items/Knowledge Shared)

1. The team will adopt agile development method.
2. The team will fuse MVP technique so will focus on the customisation interface for ANU staff feature, bugs fixing and addition of the missing feature.
3. The team divide the project timeline into four parts as below
   - Kick-Off (Week 1 - Week 2)
     * Client Meeting
     * Internal meeting
     * Make sure everyone is familiar with the technology used in the CourseAi system.
     * Make sure everyone can run the CourseAi system in their local machine.
     * Create github account.
   - Sprint 1 (Week 3 - Week 5)
     * Project Audit 1.
     * Customisation interface phase 1.
   - Sprint 2 (Week 6 - Week 9)
     * Project Audit 2.
     * Customisation interface phase 2.

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        * Copy paste phase 1.
- Sprint 3 (Week 10 - Week 12)
  - * Project Audit 3.
  - * Copy paste phase 2.
  - * Access control.
  - * Finalisation (Testing and Deployment).

4. Kundu Gui (Donny) is the team leader.
5. Sayed is the note taker and repo creator.
6. Member role will be fixed after tutorial on Friday (02/08/2019).
7. Next meeting both internal and with client will be discussed online through slack.