

**Team\_Name\_404 MEETING**

**Venue:** Online via MS Teams

**Date:** 19/5/21

**Minutes**

**Meeting Opened: 8.04pm (AEST)**

**Attendance: Paul Eccarius, Rebecca Watson, Martin Lee, Nour Zeroual**

**Apologies:**

**Meeting Chair: Paul**

**Minutes Secretary: Bec**

1. **Feedback on A2 –**

4. In your project idea, I have following pointers for you to consider:

a. You did not share the revenue stream or how your product (app) would earn money for you and sustain itself. The app would sustain itself by the services/pages (companies) possibly $5-10 per month – in the future we would consider tiering the accounts – small/medium/business enterprise to accommodate customers with their unique needs on our app. First subheading in PLANS AND PROGRESS

b. Similarly, how would you fund this project to start with? Are there any investment venues where you would pitch this idea to attract seed funding etc? we aren’t looking for seed funding initially as It students studying with RMIT, we have a goal of developing this overselves from scratch throughout our studies – we would aim to have this completed as we learn the skills. We would advertise our app on Facebook and the app store, allowing $3-4k for this initial advertising to generate interest to start. We might also consider approaching interested investors. PLANS AND PROGRESS

c. How would you handle payments? If you handle payments online, what would be revenue model? How would you ensure the payments are secure for customers? Payments would not be handled by us due to security. Process payments through Square sdk in the app – download and start to take payments and we become a customer of Square – this can also scale internationally as we need too. Build this into the UI – we could even do this ourselves. PLANS AND PROGRESS

d. How would you ensure or disclaim on those issues (security related and or others) that could arise of two unknown parties meeting each other via this app? This idea has evolved from our previous ideas in the A2 project description. Initially the idea was to have interaction between app users, however we have decided that there is no in-app messaging between users to protect their privacy. Their locations will also not be shown to other users. RISKS

e. You did not mention on if there are any existing products similar to this one? If yes, please acknowledge those apps/businesses as potential competitors and discuss your unique selling proposition. Addressed in the landscape done by Martin. Discussed PetsForever that Martin found and he will mention that also and how our app is different as theirs is basically a front for a shop whereas ours is focused on community development of people and places local to you, where your pet is welcome to play and meet friends, and allowing services to be a part of it. Describe the differences in our apps. – LANDSCAPE.

1. **Minutes from previous Meeting -**

* **Actions arising as per Action Register**

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| --- | --- | --- | --- | --- | --- |
| Meeting Date | Action | Who to action | Completed Y/N | Update at meeting | Further action |
| 5/5/21 | **Team Profile** – each make 2/3s of a page as per spec.  Group processes and career plans/contrast to be done as an update on reflection/career work from A2. | Paul  Bec  Nour  Martin | Work in progress – | 19/5/21 | Each put up a fun fact (change up the hobby or pet memory)/photo with your pet. Paul to put us all in staggered paragraphs on the website page. Yogi will have his own spot at the bottom as the inspiration |
| 5/5/21 | **Tools (Website) –** Choose fonts and graphics | Team to find ideas for each | Update next meeting | 19/5/21 | Ongoing – keep looking at fonts and relevant graphics |
| 5/5/21 | **Overview –** Topic, Motivation and Landscape sections to complete. Martin to add all ideas from last meeting | Martin | Changing and adding a couple of paragraphs | 19/5/21 | Update next meeting |
| 5/5/21 | **Aims –** specific project Aim and Goals to be broken down into parts. Include funding of project. | Nour | Done | 19/5/21 | Will upload tomorrow |
| 5/5/21 | **Plans & Progress –** How do we want this part to be presented? How does everyone want to contribute? | Team | Still thinking about it | 19/5/21 | Update next meeting |
| 5/5/21 | **Roles –** has everyone defined their A3 project role? | Team update | Still thinking about it | 19/5/21 | Update next meeting |
| 12/5/21 | **Scope and Limits –** draft this section | Martin | Working | 19/5/21 | Update next meeting |
| 5/5/21 | **Testing –** draft this section | Bec | Draft done | 19/5/21 | Upload to website |
| 5/5/21 | **Timeframe –** start a template and filling out. Team review document and discuss work so far | Team |  | 19/5/21 |  |
| 5/5/21 | **Risks –** draft this section | Nour | Done | 19/5/21 | Will upload tomorrow |
| 12/5/21 | **Group Processes –** draft this section | Bec | Draft done | 19/5/21 | Done website |
| 12/5/21 | **Skills and jobs** – Find and decide on 4 roles – Everyone to tackle one role each. | Team | Engineering  Marketing  Sales  Operations manager? | 19/5/21 | Update next meeting |
| 17/5/21 | **A5 presentation video –** paul will put together a video for next meeting for group to review | Paul | Ongoing | 19/5/21 | Update next meeting |

**ASSIGNMENT 3: Our IT Project** (overall weighting 40%)

1. **Team Profile – 5%**
2. **Tools – 5%**

* Github – team to continue committing to repo
* Website –

1. **Project Plan/Description – 50%**

* **Overview: Martin will take care of the overview**

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| --- | --- | --- |
| **Topic** |  |  |
| **Motivation** |  |  |
| **Landscape** |  |  |

* **Detailed Description:**

|  |  |  |
| --- | --- | --- |
| **Aims** | Nour |  |
| **Plans & Progress** | Team (Bec has started – see doc on MS teams) |  |
| **Roles** | Team – each choose one? |  |
| **Scope and Limitations** | Martin |  |
| **Tools & Technologies** | Team – all add to list |  |
| **Testing** | Bec |  |
| **Timeframe** | Team (Bec has started – see doc on MS teams) |  |
| **Risks** | Nour |  |
| **Group Processes & Communications** | Bec |  |

1. **Skills and Jobs – 15%**

* Each group member to pick a position and write a description – think seek advert

1. **Feedback – 7.5%**
2. **Group Reflection – 7.5%**
3. **Presentation – 10%**

**Assignment 5: Presentation** (overall weighting 20%)

1. What needs to be done for this from now until the due date?
2. **Specifics as per rubric:**

|  |  |  |
| --- | --- | --- |
| **Identification/Description** |  |  |
| **Need/Want/Users/Market** |  |  |
| **Innovation** |  |  |
| **Mechanics/Design** |  |  |
| **Length** |  |  |
| **Quality** |  |  |

1. **Additional points for discussion?**

**Next meeting date: Monday 24th May 8pm**

**Meeting closed: 9.20pm (AEST)**