CSC3600 Final Report Nurses & Midwifery Job Match

Assignment 2

Version 1

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Contents

1 Introduction

The focus of the project was to provide a minimum viable product (MVP) nursing and midwifery job match website to locate nursing positions in Australia _Aussie Nurse Careers_. Navigating existing websites such as SEEK or CareerOne proved problematic, particularly for graduates, as search results often lacked relevance or easy access to information of interest.

Mastercare have built a custom Vercel app in React to bridge this gap, with a particular focus on addressing the specific needs of nursing and midwifery graduates. Perspectives were captured by the team through user stories and the solution was customised accordingly. Our team encourage the USQ School of Nursing and Midwifery to use the app as a starting point and provide further feedback and investment so it can be expanded upon into an industry leading custom solution.

2 Methodology

This section outlines the selected model for project management and delivery, the positives and negatives encountered and lessons learned.

2.1 Methodology Statement

A qualitative research method based on SWOT analysis of existing websites was utilised to generate insights and inform development efforts. Agile software development was determined to be the most appropriate methodology after the initial meeting with the client and start of the development life cycle. The Manifesto for Agile Software Development (Beck et al., 2001) outlines a set of values and principles to drive a customer centric, test and learn based method. Nowadays, the adoption of these principles has been used in all parts and all types of organisations as a modern change in the way projects are managed and work is delivered.

Agile is not just about processes and tools. An agile mindset is the set of attitudes supporting an agile working environment. These include respect, collaboration, improvement and continuous learning, pride in ownership, focus on delivering value, and the ability to adapt to change. This mindset is necessary to cultivate high-performing teams, who in turn deliver amazing value for their customers.
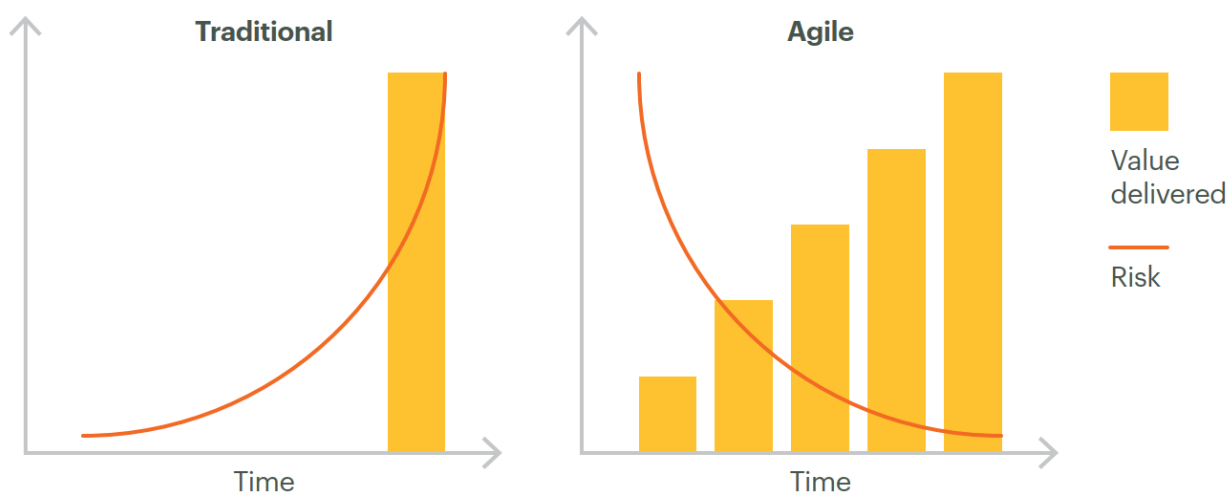

Figure 1 demonstrating traditional waterfall software development vs Agile (source: self-created in Microsoft PowerPoint ThinkCell)

2.2 Justifications

Agile projects focus on delivering features and functionality as early as possible. This means the customers are able to start using the product sooner, rather than waiting until all the functionality is available. Figure 2 below demonstrates a comparison of the key features of the traditional Waterfall software development approach compared to Agile.

Traditional (Waterfall)	Archetype	Agile
No value can be realised until 100% of the project is delivered	Value Realisation	Value can be released early and iteratively
Customer is not freely available with access being scheduled at key milestones	Customer Availability	Customer is readily available to provide regular feedback during delivery
Well defined solution known with minimal change expected	Solution Definition	Multiple potential solutions exists with no clear path defined at the outset of the project
The cost of re-work is prohibitive in relation to the overall budget	Cost to Change	The cost of re-work is manageable in relation to the overall budget
Defined, agreed - no change anticipated	Scope/Features	Undefined, change anticipated
Project has been delivered previously and/or a standard delivery approach is well known and documented	Delivery Experience	First time the work has been performed with no known approach to deliver
Fixed price linked to scope and time	Funding	Funding model permits time and material approach
Vendor contracts linked to fixed scope	Vendor Contract	Vendor contract supports iterative delivery with variable scope
Delivery is dependent on multiple external vendors & require high levels of coordination	External Dependencies	Few external dependencies with majority of work delivered by internal resources
Delivery dependent on regulatory/safety approval of designs and at key milestones	Compliance, Safety & Regulatory	Lower levels of regulatory requirements which can be met through iterative delivery
Resources need to be scheduled in advance and for limited time periods	People Availability	Resources freely available to form cross functional teams
Sponsors prefer to agree to design and approach before committing to delivery	Leadership	Sponsors empowers team to design solution and prioritise delivery. Progress through frequent iterative delivery.
Risk managed through extensive upfront planning and design	Decision Risk	Managed through frequent incremental deliverables limiting regret spend impact

Figure 2 Methodology comparison between traditional and Agile software development model (source: self-created using Adobe InDesign)

A second important benefit built into the business case for working agile is that delivery in iterations allows the customer to provide regular feedback on each iteration ensuring the "right" product is being built. Even in cases where a feature does not meet the customer's requirements, the amount of regret spend due to rework is minimised to the sprint (2-4 weeks of effort). As the team progresses through each iteration they learn about the problem space along with the customer that results in a substantial reduction in risk of producing the "wrong thing".

Delivering value early assumes that it is possible for the customer to be able to use part of a product and generate value. However, even if the product cannot be used in production, the delivery of incremental features in small batches still provides valuable feedback and reduces the risk of rework and producing a product the customer does not value. Once the team has delivered their first Minimum Viable Product (MVP) they incrementally add features, increasing the size of the product until they reach the point of diminishing returns where the cost of delivery outweighs the incremental value of new features (Nguyen-Cong & Tran-Cao, 2013).

Benchmarking from enterprises who have adopted Agile indicate some of the following key benefits (Boston Consulting Group, 2018);

- **Reduced waste from rework / unnecessary features:** 20-30% reduced delivery cost

- **Time to market improved, return on investment brought forward:** 2-3x faster speed to market

- **Design occurs iteratively in parallel with execution:** Reduce design time by 50%

- **Built in quality and better customer fit:** 25-50% reduction in design defects

- **Improved Culture:** Global High Performing companies average an enable score of 82%

One instance where the agile software development methodology proved valuable in the project was early in the first sprint. A discussion on the shortfalls of existing employment websites such as SEEK was undertaken with 20-30 students. A recurring deficiency identified was the lack of specificity relating to nurse and midwife roles. Students found it difficult to get an understanding of where the job opportunity was located spatially so that the "Modified Monash Model Criteria" could be understood and applied in their decision making process. This early feedback led to our team prioritising maps integration highly in terms of development effort to offer a point of difference with existing websites, and give applicants a better understanding of travel times to regional/metropolitan centres and local amenities. This demonstrates the importance of regular iterative feedback and represents a "user story" that may have otherwise gone undetected or under prioritised using a traditional waterfall development method.

Another example was on the graphic on the main page. A product showcase presented to the client depicted an image of two female medical professionals wearing nurses caps overlaid in front of Australia on the home page. Both Dr Beccaria and Dr Donovan pointed out that presenting two traditional looking nurses was not in line with modern industry norms and could send the wrong message to applicants. While not a key feature of the technical deliverable, it was determined to be a critical factor to the client and was thus changed accordingly based on this recommendation.

2.3 Discussions

A significant challenge encountered by the team was the misalignment of skillsets to the task itself. The recommended students for successful completion of the task were *2S1N1D where the below abbreviations apply;

*Recommend students of Major
S - Software Application Development
N - Networking and Cyber Security
D - Data Science and Artificial Intelligence

The Mastercare group consists of NNND team members with only introductory experience to software development. While agile methodology certainly assisted in identifying risks and managing timelines, some of the software development tasks took longer than initially planned and required team members to learn new skills outside of their major (e.g. React). Aside from redistributing students and their skillsets more evenly between projects (not an option in this case as all groups had been assigned) or engaging specialist contractors (as what would happen in a real world industry scenario), the following 2 primary recommendations were agreed upon in a retrospective for Mastercare to achieve a better result in future projects;

2.3.1 Continuously review risks and blockers

Create a simple and transparent process to continuously identify and manage risks. This process would include visualisation, ownership and planning. Key ideas and recommendations discussed in our retrospective were to;

• Prioritise risks and issues together based on impact or potential value, *not just likelihood*

• Actively manage prioritised risks and issues with clear ownership. Use as an input into planning routines

• Continuously adapt roadmaps based on prioritised risks and issues. Identify and manage dependencies

• Make risks and issues visible and ensure risk management is transparent

2.3.2 Map dependencies more closely

A dependency is a relationship between tasks or events where one cannot be started or completed until the other has been started or completed. For agile teams within a program, dependencies are often intersected between the scope of two or more tasks which require attention to ensure delivery and progress can continue.

The best way to resolve dependencies is to *avoid their creation* in the way teams are designed (Strode & Huff, 2012). Effective agile teams have cross functional skill sets so that they aren't reliant on other teams or skillsets

outside the team to deliver. However, often if scope intersects and when it cannot be avoided through team design, an approach is required to identify, understand and manage dependencies.

Early on in the project, we spent quite a bit of development time on work that should have been assigned a lower priority based on the fact that it didn't have dependencies later in the project. The below steps are an example of how our team could have better mapped dependencies in a more organised way, more in line with Scrum methodology.

1. Product owner/team lead and required team members attend a designated dependency mapping workshop. One team member acts as facilitator of the session and ensures the desired outcomes are met.

2. Each team member comes prepared with their planned work for the next fortnight, detailing the delivery of work (features) and key dates and milestones.

3. Plan of features each team member intends to deliver is mapped on a designated program board, and presents their plan to the other attendees. (Note: a feature is the outcome of one or more user stories. User stories may be referred to in discussion but only outcomes should be plotted on the board).

4. After each presentation, others in the room can respond with potential dependencies they've identified with their own planned work. A red line (virtual board using either Miro or JIRA) can be used to connect the feature cards which have a potential dependency that requires further discussion.

5. A break out session would then be held to allow attendees to have more focused discussions on potential dependencies to:

        a) confirm they exist

        b) understand and plan activities to manage the dependency following the session and/or

        c) resolve through any minor adjustments to the plan

6. The program wall would be updated as dependencies are confirmed and plans adjusted.

7. Any dependencies that cannot be resolved between the team could be escalated to appropriate leadership for support, in this case to the project supervisor Di Wu.

8. The facilitator plays back the confirmed dependencies and flagged escalations to the group.

3 Project Process

3.1 Team Organisation

The way a team is organised is fundamental to project success. Mastercare consists of Jatin Karnwal, Bren Croll, Sabin Thapa and Aman Aman under Di Wu's supervision.

Our team primarily determined our roles based on an assessment of our work schedules, personal commitments and perceived skillsets in our first team meeting. However, we would most likely have benefited by formalising the team organisation process into a standard agile routine. Typically at the start of any new project or initiative an inception workshop is held. An inception workshop is where all the stakeholders involved in the project get together to analyse the start of the discovery phase of the project to develop a shared understanding across the team. Agile inceptions are both powerful and fast in getting the team to internalize a vision, set Objectives and Key Results (OKRs), understand risks, roles and high level requirements/design, as well as other key topics (Project Management Institute, 2017).

3.2 Team Structure and Roles

3.2.1 Non-Technical Roles

ROLE	TEAM MEMBERS INVOLVED	RESPONSIBILITIES
Product Owner/Team Leader	Jatin Karnwal	• Convey vision and define goals and represent the voice of the customer • Define overall strategy and direction of the product • Ensure value was defined and delivered • Keep product backlog up to date and continually perform backlog refinement to define and prioritize the backlog • Engage with and ensured alignment with stakeholders/customers • Ensure alignment with team's plans and progress • Help remove road blocks for the team
Scrum Master	Bren Croll	• Coach the squad and the Product Owner on the Agile process • Ensure the squad delivered on outcomes, particularly on the final sprint • Work with organisational resources outside squad to remove impediments • Foster a collaborative culture and ensure the squad regularly celebrated success
Change Manager/ Technical Writer	Bren Croll	• Develop the project report, communications plan, change impact assessment as required • Conduct change readiness surveys if needed
Team Secretary	Sabin Thapa	• Documentation of team activities • Sending meeting agenda and finalising meeting minutes
Squad Members	Sabin Thapa Aman Aman	• Accountable for the agreed work and completing what they commit to deliver • Highlight issues early and often, so that the Scrum master and Product owner can remove any roadblocks

3.2.2 Technical Roles

ROLE	TEAM MEMBERS INVOLVED	RESPONSIBILITIES
UX/UI Designer	ALL	• Create wireframes/prototype for product based on client requirements • Ensure user friendly experience in line with best practice
Developer	ALL	• Implement user interface • Adhere to best coding practices and versioning control • Ensure application is fast & responsive, interactive and visually coherent

3.3 Communication and Meetings & Process

Primary communication was completed through a WhatsApp group chat for real time communications. Zoom meetings were conducted approximately fortnightly depending on team member availability to discuss any challenges and realign objectives for the next sprint. Overall, we determined that communication and stakeholder engagement was a weak point with our team in our final retrospective. Meetings could have been ran much more effectively by formalising routines, having a better understanding of remote collaboration best practice, sending out an agenda and taking minutes and actions more effectively. Based on this assessment, several strategies were researched and brainstormed to improve this for any future projects we may be involved in.

3.3.1 Booking and Organising Meetings

A significant problem encountered for all team members during the project was working with conflicting schedules across multiple time zones while booking team meetings. This resulted in excessive communication via WhatsApp to try and find a suitable time for everybody. One guide for running a successful online meeting recommends several strategies for overcoming this (DeBara, 2020), for example;

- Microsoft Outlook's "compare calendar" feature which alerts users when meetings between two or more people conflict with another appointment and adjust local user time zone automatically

- The World Clock Meeting Planner (https://www.timeanddate.com/worldclock/meeting.html) from timeanddate.com allows you to input your team members' different locations and then creates a table of suggested meeting times

- Worldtimebuddy (https://www.worldtimebuddy.com/) lets you add your and your team members' locations and then creates a table showing what time it is in each place

3.3.2 Product Roadmap

Another agile strategy that would have assisted our team in streamlining meetings as well as the overall project would be the use of a formalised product roadmap. A product roadmap provides an indicative view of a product or solution over time. This artefact gives team members a view of the desired outcomes and milestones within a given timeframe, helping them determine what to build and when. A roadmap can provide useful context for a team, as it represents the 'bigger picture', beyond their immediate scope of work. It also translates the vision one step further into a mid-term horizon which can enable short term planning (Beck et al., 2001).

Components of work on a roadmap can be represented according to different levels of granularity - from task level, through to larger themes/groupings of work. Some common categorisations include epics, features and user stories (Boston Consulting Group, 2018). Key milestones are also shown on the roadmap.

Epics: Are large pieces of work and comprise a number of features. Typically epics will span a number of project increments.

Features: The delivery of outcomes as a result of one or more epics (multiple features can also be delivered from one epic).

Milestones: Scheduled events that indicates the completion of a major deliverable event (or a set thereof) of a project. Milestones are measurable and observable and serve as progress markers (flags) but, by definition, are independent of time (have zero durations) therefore no work or consumption of resources is associated with them. Determining the right level of information to depict on the roadmap depends largely on the audience. Generally roadmaps are done at the feature level, which is normally appropriate for leadership who are overseeing an agile program or portfolio of teams. User stories are smaller, actionable pieces of work that can be completed within a sprint.

3.3.3 Product Backlog

A product backlog is a prioritised list of actionable work for the team to complete - it is derived from the product roadmap and contains features and user stories. The backlog is prioritised to show the most important items at the top of the list based on what will provide the highest value to customers and what is easiest to deliver.

The backlog serves as the connection between the Product Owner and the team. The Product Owner is free to re-prioritise work in the backlog at any time, and may do so based on a variety of reasons (e.g. customer feedback, new requirements etc.). The product backlog could have been set up and made visible to the team on a virtual board so that work could be prioritised efficiently and discussion and problem solving during meetings minimised.

3.4 Documentation

In the early stage of the project, the team cadence for tracking meeting minutes and work logs was poor and resulted in additional work at the end of the project back tracking to meeting recordings in order to populate.

As the project evolved, we realised this shortcoming and decided to allocate a dedicated team secretary who took on the responsibility of sending out meeting agendas, summarising the discussions and actions and distributing the minutes. Ultimately, the intent of this was to make us more organised by serving as a reference point to track progress, clearly outline actions, align team members and reprioritise tasks.

4 Project Report

4.1 Project Outcome

The project, "Graduate Nurse/Midwife Job Match', aims to address the challenges faced by nursing and midwifery graduates in finding suitable employment opportunities, particularly in regional, rural and remote areas across Australia. The project tries to create a unique national nursing and midwifery graduate employment website by critically examining existing job search websites. This new product will offer feature and functionalities that are important for graduating students.

Clarity: The problem definition is well-articulated and provides a clear understanding of the issue. It highlights the challenges faced by nursing and midwifery graduates, such as the lack of location-specific information and the difficulties in navigating existing websites.

Relevance: The problem is highly relevant, especially considering the healthcare workforce shortage and the need to address healthcare service disparities in regional and remote areas. It identifies a critical gap in the current job search platforms.

User-Centred: The problem definition is user-centred, focusing on the needs and frustrations of graduating students. It recognizes the importance of providing specific details about job locations, accommodation, and travel to help graduates make informed decisions.

Impact: Solving this problem could have a significant positive impact on both nursing and midwifery graduates and the healthcare system by improving the matching of graduates with job opportunities.

Technical Details:

1. Web-Based System Interface Prototype: This is the core technical outcome of the project. The prototype is developed using web development technologies, such as HTML, CSS, JavaScript, and a backend framework for data storage and retrieval for that we have used react and deployed through Vercel.

2. Data Integration and Management: The technical outcome involves integrating data sources to populate the job listings and relevant information. This is done via data APIs and Health care facilities posting jobs on the website with important information regarding jobs posted. The data is managed efficiently with MongoDB to ensure up-to-date and accurate information.

3. GIS Integration: Google Earth has been utilised for visual representation of the employment opportunity spatially; this involves technical work to integrate mapping and location data into the prototype via API.

Non-Technical Details:

The non-technical outcome focuses on user-centred aspects, making it easy for graduates to find and apply for positions in regional, rural, and remote areas. This includes:

- Job Listings: A wide range of job listings, including those in underserved locations, which will be based on the Modified Monash Model Criteria.

- Local Area Information: Links to local council websites, providing graduates with details about the area.

- Travel Information: Information on travel times and distances to and from regional and metropolitan centres.

- Portfolio and Matching: Features for graduates to develop and update their portfolios and for matching graduates with suitable job offers.

Review of the Product from the Users' Perspective:

1. **Reliability:** Graduates and employers expect the platform to be dependable, ensuring that job listings are up-to-date and accurate. To assess reliability, continuous monitoring and data verification processes are in place to prevent outdated or erroneous information.

2. **Usability:** Usability is a key factor for user satisfaction. Graduates should find the platform easy to navigate and job search processes straightforward. It is done by providing user friendly interface with easy navigation and no complexity.

3. **Completeness:** Users will judge the product based on its completeness. This entails that the platform must meet client requirements, offering a comprehensive solution.

Review of the Product from a Technical Perspective:

1. **Maintainability:** Technical maintainability is essential for the long-term success of the system. The codebase is well-organized, with proper documentation, comments, and coding standards to fix any further problems that might come in future. Maintenance is feasible without significant disruptions.

2. **Reliability (Technical):** Technical reliability ensures that the system operates consistently without crashes or data corruption. We have done rigorous testing, including unit testing, integration testing, and load testing, to identify and fix issues before they affect users.

3. **Portability:** Portability relates to the system's adaptability to different environments or platforms. While initially targeting web browsers, considering future mobile or desktop applications the codebase has clean and modular architecture.

4.2 Project Cost

To distribute the estimated 340 hours of work over the 73 day (10.43 week) project time line, each team member was predicted to have needed approximately 8.15 hours per week to deliver it on time in assignment 1.

Log sheet cadence was poor due to difficulties communicating with some team members and in implementing the solution. The actual hours spent "working" were difficult to establish as so much of our time was spent on researching. Thus, the estimate is based on the total hours put in for delivery.

The inability to estimate the project costs accurately has been a learning for the group for delivering future technology projects. We have realised it is very difficult to back track and figure out how time was being allocated without keeping a formal log sheet.

Resource	Hourly Rate ($AUD)	Estimated hours	Total ($AUD)
Bren Croll	$45	85	$3,825
Jatin Karnwal	$45	85	$3,825
Sabin Thapa	$45	85	$3,825
Aman Aman	$45	85	$3,825
TOTAL	$180	340	$15,300

Figure 3 Predicted project costs from assignment 1

Resource	Hourly Rate ($AUD)	Estimated hours	Total ($AUD)
Bren Croll	$45	137	$6,165
Jatin Karnwal	$45	137	$6,165
Sabin Thapa	$45	97	$4,365
Aman Aman	$45	20	$900
TOTAL	$ -	391	$17,595

Figure 4 Actual Project Costs to deliver solution, estimates based on total time spent including learning React. This also roughly informs the contribution distribution

5 Professional Code of Conduct and Ethics

5.1 Professional Code of Conduct

All team members are accountable for maintaining team and product stability, availability and performance of services in support of each other and the client.

As this was a technology project, we used the Australian Computer Society code of conduct to guide our team behaviours and priorities in terms of professionalism (Australian Computer Society, 2014).

These values comprise of;

- The primacy of Public Interest

- Enhancement of quality of life

- Honesty and competence

- Professionalism and professional development

As stated in the code, the public interest takes precedent over personal, private and sectional interests, and any conflicts should be resolved in favour of public interest.

One aspect of professionalism we displayed was our response to the client's feedback. During a demonstration of the solution, the client provided valuable insights and pointed out areas for improvement. We acknowledged this feedback and committed to implementing the suggested changes. In the final team meeting, we decided to request an extension for the assignment, which arose from our commitment to delivering the highest quality product we could while also acknowledging the challenges we encountered with its production.

In future projects, we will formalise a lot more of the agile processes (as previously described in this report) to improve engagement with the project supervisor and client. We would also choose team members with more balanced and complementary skill sets.

5.2 Professional Ethics

Similarly, the team referenced the code of ethics from the Australian Computer Society (Australian Computer Society, 2014), with the following key values noted and upheld;

- Honesty

- Trustworthiness

- Respect

As these values are quite general, we also expanded on requirements in some other key areas, particularly intellectual property management.

5.2.1 Use of confidential information

Confidentiality is a significant protection for any technology project. The risk of misuse (intentionally or unintentionally) of confidential information, in-bound or out-bound, is increased where:

• Material obtained from outside of the project team that is not general knowledge or public domain is used; and

• Project team members have access to valuable confidential information and IP relating to the project (and not realise what information is sensitive)

The controls in place to minimise this for our team were;

- The requirement to respect confidentiality of third party materials, including contact details of clients and supervisor was endorsed (verbal contract). This included not bringing materials from past projects to this task.

- Labelling and storage – Team members stored code in line with industry best practice in centralised password controlled repositories. Documents were also only share via USQ OneDrive

5.2.2 Misuse of third party software, materials or data

Third parties may have rights over the documents, materials or data (**inputs**) used for the project. These rights, such as copyright, can exist even where Mastercare "owns" physical copies of those inputs (e.g. books, training materials, plans). If we lack adequate rights to access/use inputs, or there are any specific restrictions, we may infringe a third party's rights, be blocked in our project, or in a worst-case scenario be asked to cease and desist using the third party's IP.

In technology projects, a particularly common risk is use of Open Source Software (OSS) without understanding that OSS is protected by copyright and can only be used in accordance with the applicable OSS licence terms. Additionally, if we incorporate OSS into source code we are developing, the licence terms of the OSS we incorporated may affect the code we are developing more broadly and impact our ability to protect the work.

The primary control in place to minimise this risk for our project was;

- **Compliance with Open Source Standard**: Project team became aware of, familiarised ourselves and complied with technology standards and Guidelines for Open Source Software

6 Contribution Distribution

The below table displays the contribution distribution of each team member in the group. Team structure, meeting minutes and activity logs should be referred to for a detailed breakdown of tasks and responsibilities.

Name	Student ID	Signature	Major	Contribution	Date
Bren Croll	U1111934		Data Analytics	35%	16/10/2023
Jatin Karnwal	U1135134	Karnwal Jatin *Jatin Karnwal*	Networking and Security	35%	16/10/2023
Aman Aman	U1138147		Networking and Security	5%	16/10/2023
Sabin Thapa	U1146964		Networking and Security	25%	16/10/2023

Figure 5 Contribution Distribution Table

7 Conclusions

The Mastercare nursing and midwifery job match project has provided valuable insights and lessons. We encountered challenges in aligning team skill sets and managing project dependencies, which led to recommendations for continuous risk assessment and improved dependency mapping. Implementation of formalised routines was identified as an opportunity to improve team communication and stakeholder engagement.

In summary, the Mastercare project served as a learning experience that will contribute to enhanced performance in future projects, fostering a culture of continuous improvement and professionalism.

Appendix A References

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Appendix B Meeting Minutes

Minutes (Week # 1)	
Date	07/08/2023
Attendees	Dr Lisa Beccaria, Dr Helen Donovan, Jatin Karnwal
Apologies	Bren Croll, Aman Aman, Sabin Thapa, Di Wu
Location	Zoom Meeting
Agenda	Initial introduction and session with client to scope product and discuss general requirements
Decisions and Memos	Note: meeting was only set on short notice and opportunistically went ahead based on client availability. Jatin was only team member able to make the meeting More nurses required in rural and remote areas. This website would be a good step towards trying to attract and recruit graduates but students are confused by existing websites that are not customised to their requirements and intricacies. Both clients have been involved in a national nursing faculty that looks at rural and remote nursing and employers have an appetite to hire graduates but have difficulty in attracting them.

New Tasks Allocation in This Week

Task	Description	Who	Due
Distribute recording	send screen recording to other team members for review	Jatin Karnwal	08/08/2023
Next team meeting	Discuss findings from session and begin scoping solution	ALL	15/08/2023

Minutes (Week # 2)	
Date	29/08/2023
Attendees	Jatin Karnwal, Bren Croll, Aman Aman, Sabin Thapa
Apologies	N/A – client or supervisor not invited, still scoping requirements
Location	Zoom Meeting
Agenda	Discuss the initial stages of solution. Allocate initial tasks
Decisions and Memos	The team settled on React as the most appropriate JS framework. All team members would need to become familiar with it. Development environment would need to be set up, including Node.js and React dependencies. The need to schedule a meeting with the supervisor was acknowledged but not worthwhile until we had progressed further with solution.

Task Check for Last Week

Task	Criteria	Who	Due	Completed (Y/N)
Distribute recording	send screen recording to other team members for review	Jatin Karnwal	08/08/2023	Y
Next team meeting	Discuss findings from session and begin scoping solution	ALL	15/08/2023	Y

New Tasks Allocation in This Week

Task	Description	Who	Due
Dev environment	Initiate development environment, Node.JS and React. All team members to familiarize themselves with this tech	ALL	05/09/2023

<table>
<tr><td colspan="2" align="center">**Minutes (Week # 3)**</td></tr>
<tr><td>**Date**</td><td>05/09/2023</td></tr>
<tr><td>**Attendees**</td><td>Jatin Karnwal, Bren Croll</td></tr>
<tr><td>**Apologies**</td><td>Aman Aman, Sabin Thapa</td></tr>
<tr><td>**Location**</td><td>Zoom Meeting</td></tr>
<tr><td>**Agenda**</td><td>Discuss progress of web app</td></tr>
<tr><td>**Decisions and Memos**</td><td>The team discussed the lack of progress. Highlighted the challenges faced in initiating the development environment due to a lack of web development experience.

Jatin and Bren acknowledged that the task for setting up Node.js and React dependencies was not completed. Agreed more time was needed to familiarise ourselves with the web development process

Settled on the name "CareConnect" for the application</td></tr>
</table>

Task Check for Last Week

Task	Criteria	Who	Due	Completed (Y/N)
Dev environment	Initiate development environment, Node.JS and React. All team members to familiarize themselves	ALL	08/08/2023	N

New Tasks Allocation in This Week

Task	Description	Who	Due
Dev environment	Continue efforts to initiate development environment, Node.JS and React. All team members to familiarize themselves	ALL	12/09/2023
GitHub Set up	Team members without GitHub to make an account	Aman Aman Sabin Thapa	12/09/2023

<table>
<tr><td colspan="2" align="center">**Minutes (Week # 4)**</td></tr>
<tr><td>**Date**</td><td>12/09/2023</td></tr>
<tr><td>**Attendees**</td><td>Jatin Karnwal, Bren Croll, Sabin Thapa</td></tr>
<tr><td>**Apologies**</td><td>Aman Aman</td></tr>
<tr><td>**Location**</td><td>Zoom Meeting</td></tr>
<tr><td>**Agenda**</td><td>Discuss progress of web app</td></tr>
<tr><td>**Decisions and Memos**</td><td>Jatin has successfully set up the dev environment for Vercel web app, Node.JS installed and React application created. Necessary tools for code collaboration are in place

The preferred name "CareConnect" is not available. Team decided to rename the app "AussieNurseCareers" instead

GitHub settled on as preferred code repository. Some team members already use BitBucket but for this project will need to set up a GitHub account to make use of industry standard versioning

Sabin volunteered to be team secretary as we are falling behind on documentation and meetings have been disorganised up until now</td></tr>
</table>

Task Check for Last Week

Task	Criteria	Who	Due	Completed (Y/N)
Dev environment	Continue efforts to initiate development environment, Node.JS and React. All team members to familiarize themselves	ALL	12/09/2023	Y
GitHub Set up	Team members without GitHub to make an account	Aman Aman Sabin Thapa	12/09/2023	Y

New Tasks Allocation in This Week			
Task	**Description**	**Who**	**Due**
Team secretary	Determine who will be responsible for meeting minutes and other documentation	Sabin Thapa	12/09/2023
Begin designing user interface	All team members to complete a few sketches in PowerPoint for discussion at next team meeting	ALL	19/09/2023

Minutes (Week # 5)	
Date	19/09/2023
Attendees	Jatin Karnwal, Bren Croll
Apologies	Aman Aman, Sabin Thapa
Location	Zoom Meeting
Agenda	Discuss progress of web app. Align non responsive team members of their responsibilities to attend team meetings
Decisions and Memos	Ongoing discussions of project UI settled upon based on mockups provided by most team members. Not perfect but best we are able to do with our experience level. Using something like Wix or SquareSpace presumably does not satisfy the requirements of the course Client and supervisor meeting was planned, but later could not be made due to team availability so no meeting with the client occurred. Solution is not complete enough to demonstrate at this point anyway

Task Check for Last Week

Task	Criteria	Who	Due	Completed (Y/N)
Team secretary	Determine who will be responsible for meeting minutes and other documentation	Sabin Thapa	12/09/2023	Y
Begin designing user interface	All team members to complete a few sketches in PowerPoint for discussion at next team meeting	ALL	19/09/2023	Y

New Tasks Allocation in This Week

Task	Description	Who	Due
coding	Start coding all components focusing on the web application. Keep team discussions up via WhatsApp and GitHub, be ready to present MVP to client and supervisor early October 2023	ALL	29/09/2023

Minutes (Week # 6)

Date	12/10/2023
Attendees	Jatin Karnwal, Bren Croll, Sabin Thapa, Dr Lisa Beccaria, Dr Helen Donovan
Apologies	Di Wu, Aman Aman
Location	Zoom Meeting
Agenda	Demonstrate solution, seek feedback from client
Decisions and Memos	Extension had to be requested for the assignment due to difficulties with coding something that we could confidently present. Explained these difficulties to the client and apologised for the lack of engagement so far. App demonstrated to clients. The following feedback was captured; Form field box should say "health care facility" instead of company change main picture of the nurses to be more inclusive of modern nursing and midwife scenario

	intent of app is to emphasis employment in rural and remote areas. Ensure this requirement is being demonstrated. Currently only showing metropolitan opportunities
	Dr Beccaria suggested the employee signup be reworded to "join free" on the page when they sign up
	Integrate a search function, currently just a list
	Emphasis graduate positions
	possible integration of tool tips to guide user experience
	ensure Modified Monash Model Criteria for regional health care work is included in the deliverable

Task Check for Last Week

Task	Criteria	Who	Due	Completed (Y/N)
coding	Start coding all components focusing on the web application. Keep team discussions up via WhatsApp and GitHub	ALL	29/09/2023	Y

New Tasks Allocation in This Week

Task	Description	Who	Due
Implement suggested changes based on client feedback	Rework app to address feedback from client	ALL	14/10/2023

Minutes (Week # 7)

Date	14/10/2023
Attendees	Jatin Karnwal, Bren Croll, Sabin Thapa, Aman Aman
Apologies	N/A
Location	Zoom Meeting
Agenda	Review and address client feedback, project report, presentation

Decisions and Memos	The team discussed the feedback received from the client during the previous meeting. Emphasised the importance of team work on this home stretch Decision made to implement as many of the requested changes as possible with the time remaining, including modifying form field labels, updating main page image, and refining the app's focus on rural and remote employment opportunities.

Task Check for Last Week					
Task	**Criteria**	**Who**	**Due**		**Completed (Y/N)**
Implement suggested changes based on client feedback	Rework app to address feedback from client	ALL	14/10/2023		N – STILL IN PROGRESS

New Tasks Allocation in This Week			
Task	**Description**	**Who**	**Due**
Write project plan	Write final project report	Bren	15/10/2023
Complete final solution	Finish coding changes to account for client feedback	Jatin Bren	15/10/2023
Create presentation	Create presentation and set up final meeting to present to client. Alternatively, screen record the meeting and send comms via email	Bren ALL	16/10/2023

Minutes (Week # 8)	
Date	14/10/2023
Attendees	Jatin Karnwal, Bren Croll,
Apologies	Sabin Thapa, Aman Aman
Location	Zoom Meeting
Agenda	Home stretch, final solution, final project report and presentation review

Decisions and Memos	Bren and Jatin met to test the final solution and go over final deliverables

Task Check for Last Week					
Task	**Criteria**	**Who**	**Due**	**Completed (Y/N)**	
Write project plan	Write final project report	Bren	15/10/2023	Y	
Complete final solution	Finish coding changes to account for client feedback	Jatin Bren	15/10/2023	Y	
Create presentation	Create presentation and set up final meeting to present to client. Alternatively, screen record the meeting and send comms via email	Bren ALL	16/10/2023	Y	