**CITS5206 Group 7 Meeting Minutes**

**Date of meeting:** Wednesday 23/08/2023 TEAMS MEETING

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| Present: | Dali Zheng, Haoyu Li, Nishan Devkar, Pan Yeung Lee, Yihan Liu |
| Not Present: | N/A |
| Organize meeting by: | Yihan Liu |
| Minutes taken by: | Yihan Liu |

**1. Agenda**

* Review the first deliverables
* Schedule next group meeting
* Schedule next meeting with our client

**2. Discussion**

* Review the first deliverables have met the following criteria:
  + Priority analysis
  + MVP
  + User Experience
  + Prototype mock up
* Technology Choice
  + Risk analysis
  + Plan for the next stages
  + Marking Rubric
  + **Peer Grading with the Team Rubric and Timesheet – PDF format**
  + Individual Reflection

**3. Actions**

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| Tasks | Name | Due Date |
| 1. Risk analysis | Dali | Thursday |
| 1. Timesheet(individual) | All | 11pm Thursday 23 August |
| 1. Combine timesheet and peer grading as one PDF file | Dali | 4pm Friday 25 August |
| 1. Individual Reflection | All | 4pm Friday 25 August |
| 1. First deliverable file (PDF format) & Make a group submission on the cssubmit | Nishan | 4pm Friday 25 August |