
title: Minutes of First Internal Group Meeting author: CITS3200 Group R
date: Wednesday the 8th of August, week 32 of 2018

Welcome

In attendance:

- Mr A Chambost [AC], Mr M Dorrell [MD], Mr T Liu [TL], Mr Z Liu [ZL], Mr J Pollard [JP], Mr D Yu [DY]
- Auditor: Dr S Gilani [SG]

Apologies: None

Absent: None

Location: Group Study Room 1, Reid Library, UWA

Meeting opened: 15:05 hrs.

Matters arising from minutes of previous meeting

- N/A ; initial meeting.

General business

[~15:05] Introduction to auditing process

- Next meeting scheduled for Monday 12pm Room 3 Reid.

[~15:15] Explanation of project

- Auditor discussed experience with sleep disorder studies

[~15:20] Official team meeting opens

- We discuss how to meet the requirements of sprint 1
- Discuss possible user stories
- Issues with planning before meeting client are identified

Brief skills audit is conducted:

- David
 - Client relations
 - Technical, website in general
- Zihao - Coding - Server-side
 - Android-studio, Java
- Joshua

- Java, C, C++, Python, HTML, Javascript
 - Maths background/physics
 - Databases - Possibly securing the networking (crypto) - Graphics image editor
- Adam
 - iOS/Swift
 - internal tooling/automation
 - voice interfaces
 - Python/Java/C/BASH/make/LaTeX/web others
 - some AWS
 - graphics manipulation
- Michael
 - Java, C, Python, PHP, HTML, Javascript, Octave
 - Client relations - Managerial (interest but not a lot of experience) - Documentation
- Taige
 - Physics major
 - LaTeX
 - Python, a little C, MATLAB, not Java, a bit of Agile, HTML

[~15:50] Assign tasks for completing sprint 1

- Skills register, David and Adam
- Risk register, both technical and human, Joshua and Taige
- Scope of work, Michael and Yihao

Date of Next Meeting

- Next meeting scheduled for Monday the 20th of August 12pm Room 3 Reid.

Meeting adjourned: 15:55 hrs.