



MEETING AGENDA

Meeting/Project Name:	Group Project		
Date of Meeting: (DD/MM/YYYY)	18/08/2020	Time:	19:30 AEST
Meeting Facilitator:	Tom Rose	Location:	Teams online

1. Meeting Objective

1. Clear the task of the group project
2. Draft project selection criteria
3. Draft project-related questions that need to be verified with the client (teacher)
4. Other group project collaboration matters

2. Attendees

Name	Department/Division	E-mail	Phone
Kyle Murphy	Student	km543@uowmail.edu.au	N/A
Nagasubramaniyan Sankaranarayanan	Student	ns919@uowmail.edu.au	N/A
Tom Rose	Student	tlwr355@uowmail.edu.au	N/A
Xun Cai	Student	xc805@uowmail.edu.au	N/A
Yiting Chen	Student	yc672@uowmail.edu.au	N/A
Yusai Zhang	Student	yz382@uowmail.edu.au	N/A

3. Meeting Agenda

Topic	Owner	Time
Discuss the draft project selection criteria	Tom Rose	19:30 - 20:05
Discuss the questions about the project requirement	Group	19:30 - 20:05
Discuss collaboration matters	Group	20:05 - 20:20

4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	Prepared by
Clear the task of the group project	Group
Draft project selection criteria	Tom Rose
Draft project-related questions that need to be verified with the client (teacher)	Group
Other group project collaboration matters	Group



MEETING MINUTES

Meeting/Project Name:	Group Project	Note-taker:	Yusai Zhang
Date of Meeting: (DD/MM/YYYY)	18/08/2020	Time:	19:30 AEST
Minutes Prepared By:	Tom Rose	Location:	Teams online

1. Meeting Objective

1. Clear the task of the group project
2. Draft project selection criteria
3. Draft project-related questions that need to be verified with the client (teacher)
4. Other group project collaboration matters

2. Attendance at Meeting

Name	Department/Division	E-mail	Phone
Kyle Murphy	Student	km543@uowmail.edu.au	N/A
Nagasubramaniyan Sankaranarayanan	Student	ns919@uowmail.edu.au	N/A
Tom Rose	Student	tlwr355@uowmail.edu.au	N/A
Xun Cai	Student	xc805@uowmail.edu.au	N/A
Yiting Chen	Student	yc672@uowmail.edu.au	N/A



Meeting/Project Name:	Group Project	Note-taker:	Yusai Zhang		
Date of Meeting: (DD/MM/YYYY)	18/08/2020	Time:	19:30 AEST		
Minutes Prepared By:	Tom Rose	Location:	Teams online		
3. Agenda and Notes, Decisions, Issues					
Topic		Owner	Time		
Draft project-related questions that need to be verified with the client (teacher): What are the key business objectives? Which project does the organisation want to prioritize? Do any of the projects have strong customer support? Do any of the project have a strong internal sponsor? Is there a preference in technology to be used for any of the projects? i.e. web form or mobile application What are the costs of each pre-existing system/process in the current form and what are the potential saving that the organisation hopes to achieve? i.e. reduction in resource, reduction in cost, etc Do any of these projects have a low risk of meeting the scope, time or cost goals?		Group	19:30 - 20:05		
Draft project selection criteria: Supports key business objectives (25%) Has strong internal sponsor (15%) Has strong customer support (15%) Uses realistic level of technology (10%) Can be implemented in one year or less (5%) Provides positive NPV (20%) Has low risk in meeting scope, time, and cost goals (10%)		Tom Rose	19:30 - 20:05		
Project communication mechanism: Way of communication: Microsoft Teams - Chat Type of communication 1: Chat, frequency: all day Type of communication 2: Video conferences, frequency: at least once a week, the meeting time is determined one day in advance according to the team members' time Communication record: Team members take turns in charge		Group	20:05 - 20:20		
File Sharing & Document Management: Way of Sharing & Management: Microsoft Teams - Files		Group	20:05 - 20:20		
4. Action Items					
Action		Owner	Due Date		
Confirm project requirements with Professor Hoa		Group	21/08/2020		
5. Next Meeting (After week 3 labs)					
Date: (DD/MM/YYYY)	/	Time:	/	Location:	Teams online

Submitted by: [Name]



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Meeting/Project Name:	Group Project	Note-taker:	Yusai Zhang
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Minutes Prepared By:	Tom Rose	Location:	Teams online
Objective:	/		