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| **Title:** | Group 1 The First Formal Meeting with Project Clients | | |
| **Date** | 7/8/2024 | **Start Time** | 13:00 |
| **Venue** | Online (Teams) | **Meeting No.** | 2 |
| **Client Liaison Person:** | Ella Zhang | **Minute Taker** | Ashley Li |

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| **ATTENDANCE** | | | |
| **Name** | **Position** | **Organisation** | **Email** |
| Ashley Li | Minute Taker | UWA | 23428364@student.uwa.edu.au |
| Ella Zhang | Client Liaison Person | UWA | 23844446@student.uwa.edu.au |
| Xuechen Mao | Member | UWA | 23884895@student.uwa.eud.au |
| Fudong Qin | Member | UWA | 23992836@student.uwa.edu.au |
| Adharsh Sundaram Soudakar | Member | UWA | 23796349@student.uwa.edu.au |
| Zhaoyang Lin | Member | UWA | 24042674@student.uwa.edu.au |

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| **Key Dates** | |
| 23rd August, Friday at 11:59 pm | Deliverable 1 - Group Project Specification (Marker: clients) |
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| **Minutes** | | **Responsible** | **Due** | |
| 1. | Overview of Current System:   The KD system, developed in-house ten years ago, handles course rules and requirements.   Current challenges include outdated technology and inefficient management of course rules. |  |  |
| 2. | User Roles and Permissions:   Discussion on roles primarily focused on administrative and curriculum management staff.   A simplified permission system is needed for administrative edits. |  |  |
| 3. | Data Structure and Management:   The current system uses a single table for rule management, which is not ideal.   Automatic numbering and rule formatting were identified as areas needing improvement. |  |  |
| 4. | Challenges and Improvements :   Challenges include handling exceptions and policy changes in the code.   Improvements needed in user interface design and clarity of reports for students. |  |  |
| 5. | Technology Stack and Development:   The team is open to various technologies, including .NET, Python, and modern databases.   Flexibility in choosing the technology stack is encouraged to foster innovation. |  |  |
| 6. | Version Control and Policy Changes:   Version control is crucial for tracking rule changes and ensuring compliance with university policies.   The system must handle changes in course requirements over different academic years. |  |  |
| 1. **Next Meeting** | | | | |
| Discuss how to split the project and allocate the task to different members before meeting with facilitator. | | | | |