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| **Title:** | Group 1 The Second Formal Meeting with Project Clients | | |
| **Date** | 13/8/2024 | **Start Time** | 13:00 |
| **Venue** | B15 Basement | **Meeting No.** | 4 |
| **Client Liaison Person:** |  | **Minute Taker** | Xuechen Mao |

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| **ATTENDANCE** | | | |
| **Name** | **Position** | **Organisation** | **Email** |
| Ashley Li | Member | UWA | 23428364@student.uwa.edu.au |
| Ella Zhang | Member | UWA | 23844446@student.uwa.edu.au |
| Xuechen Mao | Minutes taker | 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. | Specified the user of system: UWA staff, including faculty teachers and administration staff. Some customized rules are submitted by teachers from different faculties.  -For standard rules which govern by university, they need to access and manage the template when it changes. Only a specific team (two members) will handle standard rule changes.  -Faculty teachers need to fill and submit the content, and they will provide inputs but won't change standard rules.  Example: International student English requirement is a general rule for PG coursework (template for all majors), but some majors may have higher requirements (this adjusts by faculty staff). |  |  |
| 2. | Specified 2 document types which our application need to generate for different use: 1. PDF (for internal use); 2.html (show on website); |  |  |
| 3. | Confirm the priorities of requirements: formatting and generating documents in PG coursework fields. |  |  |
| 4. | The MVP should be a centralized web page. It should improve both input and output formatting. The input should be innovative and user-friendly. The output should remain consistent with the current system, irrespective of the input changes. |  |  |
| 5. | There should be user-friendly instructions for faculty staff so that they can directly read and understand how to use the system. |  |  |
| 6. | Clients may provide some necessary materials include html exports, screenshot of current system, code which includes the basic logic of different rules. |  |  |
| 1. **Next Meeting** | | | | |
| Discuss how to split the project and allocate the task to different members before meeting with facilitator. | | | | |