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| **Title:** | Group 1 The Third Internal Meeting | | |
| **Date** | 13/8/2024 | **Start Time** | 14:30 |
| **Venue** | Barry J - M1 | **Meeting No.** | 5 |
| **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. | a. Interacted with the client and other stakeholders to identify and priorities their requirements and the scope for the project.  b. Identified a minimal viable product (MVP) for the project, agreed the MVP with the client, and planned how you will build this. | Ella |  |
| 2. | Analysed user experience for this application, and considered how this will be addressed within the project time span. | Ashely |  |
| 3. | Demonstrated to the client an initial prototype for the software product. The demonstration may be code, web pages, database frames, screen mockups etc. | Xuechen |  |
| 4. | Investigated technology choices for this project and selected appropriate development environment, languages, and technologies for your project taking into account the group's skills, resources and project risks. | Fudong |  |
| 5. | Performed preliminary security threat modelling for your project (using e.g. STRIDE analysis - see Resources page for link). More details on STRIDE analysis will be covered in the workshops, and you will review and update your preliminary analysis in individual assignment. | Zhaoyang |  |
| 6. | Created a plan for the next stages of the project, with sufficient detail to complete individual assignment. For preference, your plan should be documented in your Trello project area. | Adharsh |  |
| 1. **Next Meeting** | | | | |
| Discuss how to split the project and allocate the task to different members before meeting with facilitator. | | | | |