**CITS3200 Team 10**

**Minutes of Meeting 3 held on Monday 7 August 2023**

Present: Tom, Nathan, Adi, Zen, Sapphire

Apologies:

Absent: Sam

Meeting Started: 9.30 am

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| Meeting began as scheduled at 9:30am | ACTION |
| 1.1 Review team progress  Brief overview of each member’s progress on previously allocated tasks.  1.2 Objective Clarifications  Team discussions to clarify preferences for several issues:  Scope of Work – discussed desired detail and breakdown of requirements, agreed minimum viable product to be amended to a lower standard, and considerations to be updated regarding client provided audio files  Weekly deliverable submission – confirmed desired future submission to be made to team manager by Friday evening.  User stories – Confirmed the scope and purpose of user stories and decided that slight expansion of current stories is desired.  Skills and Resources audit – Clarified the purpose and objective of the audit, and the inputs that are desired from each team member.  1.3 Organise Client meeting  Discussed the importance of the $100 test, agreed to try and organise a client meeting this week further clarify and assign value to requirements. Email sent to client.  1.4 Meetings  Regular meetings to continue Monday at 9:30am. Confirmed desired day(s) for client meeting and have contacted client to organise.  1.5 Audio API Usage  Tom Nathan  Discussing ideas for comparing audio tracks using API. Appears to be quite a challenging task. Tom going to do some research about the topic before the next meeting. Nathan is also going to contact Michael to seek some advice.  1.6 Assigned Tasks Until Next Meeting   * Tom: tidy up scope of work, revise the minimum viable product to be more realistic, requirements to be reviewed for client value assignment. Also going to research audio similarity API’s and processes. * Adi: Expand upon user stories to be completed in sprint 2 * Sapphire & Zen: Develop project acceptance tests * Sapphire: Research distribution * Nathan: Skills & resources audit   1.7 Collaboration Platform  Confirmed change of collaboration platform from notion to google docs. | Tom  Adi  Sapphire  Nathan  Zen |

Meeting Closed: 10:50 am

Tom

Adi

Sapphire

Nathan

Zen