# **MEETING MINUTES – Design Project B Team 12**

| **Date of Meeting:** <14/03/2017> | **Location:** Reid Library Study Room 9 **Chair: Steven Bardzovski** |
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| **Minutes Prepared By:** | Mark Mazzoni |
| 1. Purpose of Meeting | |
| Group meeting to discuss requirements analysis | |

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| 2. Attendance at Meeting | | | |
| Name | Department / Division | E-mail |
| Jessica Armstrong |  | [21149475@student.uwa.edu.au](mailto:21149475@student.uwa.edu.au) |
| Steven Bardzovski |  | [21121998@student.uwa.edu.au](mailto:21121998@student.uwa.edu.au) |
| Xiaobin Lin |  | [21566849@student.uwa.edu.au](mailto:21566849@student.uwa.edu.au) |
| Mark Mazzoni |  | [105511491@student.uwa.edu.au](mailto:105511491@student.uwa.edu.au) |
| Shaochen Wang |  | [21663809@student.uwa.edu.au](mailto:21663809@student.uwa.edu.au) |
| Jie Zhang |  | [21231118@student.uwa.edu.au](mailto:21231118@student.uwa.edu.au) |

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| 3. Meeting Agenda |
| **1. PPIR**   * Individual PPIR to be done and inserted into notebooks * Team members to add group PPIR to notebooks |
| **2. Gantt Charts for Scheduling**   * What software to use? What is available from the university? Access to Microsoft Project? * Items to include? Scope? |
| **3. Requirements Analysis**   * Due next Friday (24/3/17) * Literature is needed before can start writing? * How to break the work up? |
| **4. Design Approach**   * Can we start this yet? |
| **5. Requirements Analysis**   * Can we start this yet? |
| **6. Design Approach**   * Can we start this yet? |

| 4. Meeting Notes, Decisions, Issues |
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| * Can’t start design, final report or presentation yet, waiting on client representative to answer TQs**,** team to keep design approach in mind while doing research for requirements analysis * Mark to investigate software useful for Gantt and to create Gantt ASAP * Finalise requirements list * Dot point summary of requirements analysis to be worked on collaboratively by whole group. * Allocation of other requirements analysis tasks |

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| 5. Action Items | | | |
| *Action* | *Assigned to* | *Due Date* | *Status* |
| Venue availability for meeting | Mark | Wednesday 8/3 |  |
| Create Gantt | Mark | Friday morning 24/3 |  |
| Continue background research | All members | Tuesday 21/3 |  |
| Summary of requirements analysis | All members | Friday morning 17/3 |  |

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| 6. Next Meeting | | | | | | |
| *Date:* | | *Friday 17/03/2017* | *Time:* | *12pm* | *Location:* | *Arts Seminar Room 5 (G05)* |
| *Agenda:* | Finalize Requirements Analysis summary  Discuss answers to TQ from client  Complete individual PPIR  Identify questions for consultant engineer and prepare technical queries | | | | | |