

Mentor Meeting 1 Minutes

Date 12/08/2024

Venue: Teams (Online)

Present:

- Ciaran David Petrus Engelbrecht 23169641@student.uwa.edu.au
- William Forrest Stewart van den Wall vdWB 23086983@student.uwa.edu.au
- Shashwat Abrol 23482415@student.uwa.edu.au
- Connor James Fernie 23443143@student.uwa.edu.au
- Oliver John Dean 21307131@student.uwa.edu.au
- William Sydney Lodge 22980141@student.uwa.edu.au

Apologies: N/A

Absent: N/A

Meeting Opened: 11:00am

Discussions

1.1 Introductions

- Andy introduced himself and described role as project mentor
- Will vdWB described the project and requirements by our client
- Team members introductions and described their current role in our project

Mentor Questions

2.1 Mentor question 1: How do we find the work right now?

- Connor described that we are making good progress and communicating well with each other
- Will vdWB made note of issues with estimating the time it takes to complete tasks and agreed the group are making good progress

2.2 Mentor question 2: How have we found our stakeholder interactions?

- Will vdWB, Connor and Oliver discussed contact and communication with our client.

Team Questions

3.1 Time estimation for project tasks

- Will vdWB raised the issue of estimating time requirements for tasks for the project, prioritising requirements based on client \$100 test.
- Andy described requirements for documents for sprint 1.

3.2 Requirements analysis discussions

- Will vdWB spoke about discussions we have had with client about requirements and Andy spoke about how we deal with the requirement in a formal method.
- Will vdWB and Andy discussed importance of key decisions and technical understanding of the project being identified in requirements document.

3.3 Sprint review discussions

- Ciaran asked about requirements and expectations for sprint 1 deliverables
- Andy clarified expectations for sprint 1 and how to present sprint to the client

3.4 Progress Check

- Shashwat asked Andy about project progress
- Andy said we need to ensure that we focus roles on project deliverables and that we need to make sure that we manage requirements with the workload of the team.

3.5 Discussion of sprint 1 deliverables

- Connor asked about examples of risks to the project
- Andy gave examples. "Things that may impact project success".

3.6 Working on documents

- Will vdWB raised issue about working on documents that client and team don't require for functional success of the project.
- Andy described the importance of documents for managing a project and the role of a project manager.

3.7 Managing deliverables and tasks

- Oliver raised issue of working on project while managing sprint deliverables
- Andy discussed the role of the project manager in ensuring tasks are assigned.

Next Meeting:

4.1 Mentor meeting schedule

- Mentor meeting every 2 weeks and 2 meetings in the final weeks before sprint 3 due date.

Meeting Closed: 11:57am