

## **Minutes of Meeting 1 held on 1/08/2024**

**Present:** Camilo, Samuel, Sibi, James, Josh

**Meeting started:** 2.00pm

### **Agenda**

- Organize time sheet
- Plan initial tasks
- Email client

### **Discussed Topics**

- Made initial plan to contact client
- Discussed scope of project and thought of questions to clarify project scope with client, questions included;
  - What are the most common errors you currently struggle with
  - Are there any industry standards you have to comply with
  - Will the application need to persist state (need a long term database)
  - What kind of UI is preferable for the project
  - What is the current format of the submission forms (e.g., Excel spreadsheets, CSV files, web forms)?
  - Could we have some example forms?
- Organized documents and figured out how to properly fill out time sheets
- Josh volunteers as project manager for the first ~ 3 weeks
- Divided up deliverables for the initial sprint (*due the 14th*)
  - Josh: skills audit (deliverable number 2)
  - Camilo: scope of work (deliverable number 1)
  - Sam: project acceptance test (deliverable 4)
  - Sibi: set of stories (5)
  - James: risk register (deliverable 3)

### **Action items**

- Camilo will email client, to establish initial connection and ask clarifying questions
- Josh will end minutes to team and auditor
- Josh will collate the group time sheet
- Josh will Send all time sheets in individual + team

**Date of next meeting:** 8/08/2024 **Meeting finished:** 6:30pm