Minutes of Meeting 4 held on 15/08/2024

Present: Camilo, Samuel, Sibi, James, Josh **Meeting started**: 5:00pm ### Agenda - Review client response and discuss project scope - Update on deliverables progress - Plan next steps for development - Discuss any challenges or roadblocks ### Discussed Topics - Camilo shared the client's response to our initial email: - Client provided insights on common errors they struggle with - Clarified industry standards they need to comply with - Confirmed that the application will need a database for state persistence - Expressed preference for a web-based UI - Shared example submission forms (Excel and CSV formats) - Updated on deliverables progress: - Josh: Presented draft of skills audit for team review - Camilo: Shared updated scope of work based on client's feedback - Sam: Discussed initial project acceptance test criteria - Sibi: Presented first set of user stories for discussion - James: Walked through current risk register and identified top priorities - Planned next steps for development: - Decided to use React for frontend and Node.js for backend - Discussed database options (MySQL vs PostgreSQL) - Agreed on using Git for version control and GitHub for project management - Challenges and roadblocks: - Discussed potential time constraints due to other course commitments - Identified need for additional training on chosen tech stack for some team members ### Action items - Josh: Finalize skills audit based on team feedback - Camilo: Refine scope of work document and share with client for approval - Sam: Develop more detailed acceptance test criteria based on clarified project scope - Sibi: Prioritize user stories and begin creating tasks in GitHub - James: Update risk register with newly identified risks from today's discussion - All: Begin individual research/learning on chosen tech stack - Josh: Schedule a tech stack workshop for next week to align team knowledge **Date of next meeting**: 22/08/2024 **Meeting finished**: 6:00pm