**Minutes of Meeting for with client of Tafe Intranet Project**

**Date/Time : 9:00AM 27/07/2016**

**Present : Ramin Majidi, Caleb OIver, Brockman Searle**

**Time Comments**

**11:00** Meeting opened

Apologies for Roman Emilian

Caleb Oliver asked what milestones should be achieved

* Ramin Majidi suggested that November 2016 was when the project should be finalised
* Working updates on the projects progress should be provided during the course of the project
* Delays should be communicated with the client

**11:10** Caleb asked what difficulties might delay the project

* Ramin suggested that existing data could be difficult to parse/port to the new system
  + The old system will remain active as an archive
* Hosting problems may occur
  + There are three options for the developers to decide on
    - In house client managed server
    - In house developer managed server
    - External cloud based developer managed server

**11:15** Brockman Searle asked for details on the campus map

* A map of the campus with selectable icons depicting locations of incidents/projects
  + Icons should present a list of incidents/projects when selected
    - If only one incident/project is allocated to a location it should go directly to the documentation page
  + Links from icon should redirect users to a page containing all the info about the incident/project
    - The page should have a download link for any pdf files associated with the incident/project
      * This should present the file in a second tab within the browser

**11:20** Ramin told the developers that TAFE expects developers to follow naming conventions within the code base to retain maintainability

* Brockman asked for the document that contains these conventions
  + Ramin pointed out that this document and policy was not mentioned on the policy sheet provided by TAFE

**11:30 Meeting closed**

**Roman to email meeting minutes to Ramin for confirmation**

**Ramin will send a document containing naming conventions to be followed**

**Project proposal initial submission to be confirmed by 05/08/16**