

CITS3200 Team 15

Minutes of Meeting 5 held on August 18, 2021

Present: Chauntelle, Angus, Thomas, Iffah, Elon (Haoyuan), Qiulan

Apologies:

Absent:

Project manager: Thomas

Project Mentor: Brian

Minutes: Elon

Meeting Started: 3:00PM

TASK	<u>ACTION</u>
<p>5.1 A list of suggestions proposed by Mentor Brian</p> <ul style="list-style-type: none">• Create task register, decision register• Create Issues and Milestone to manage and organize team work• Ask client if they have any user research and feedback (This may change client's mind and influence their decision making)• Engaging with the users through the processes can be beneficial (User-centered design)• Ask client how long they want out system to be functional• Dig into the reasons why they don't use the system that another team did before and see if we can learn something from it• Have a look at those off-the-shelf solutions, what is the available tools already there, because the Uni has a booking system at no cost available today• Introduce user research as soon as possible as this may have impact on how we build the system and it is also a good source of deliverables• Have a reasonable amount of stand up meetings per week where team members can offer /ask for help to make sure team is always on the track and in the right direction (can be virtually, 5-10 mins)	

Meeting Closed: 3:45PM