

CITS3200 Team 15

Minutes of Meeting 3 held on August 12, 2021

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

Apologies: No one

Absent: No one

Project manager: Thomas

Minutes: Chauntelle

Coders: Iffah, Angus

Meeting Started: 5:30pm

<u>TASK</u>	<u>ACTION</u>
<p>3.1 Client debrief</p> <p>Went over Client meeting in week 2</p> <ul style="list-style-type: none">Summarised situation for QiulanWent over Client's \$100 test resultsWent over Client question spreadsheet <p>To do:</p> <ul style="list-style-type: none">Everyone to add any questions they think of for the Client to the spreadsheetThomas to organise meeting next Monday with the Client to ask questions<ul style="list-style-type: none">Not everyone will be able to attendQiulan to look through Google Drive to familiarise with current situation	ALL, Thomas, Qiulan
<p>3.2 Role Assignment</p> <ul style="list-style-type: none">Elon will be documentor for week (4&5)Documentor will rotate more frequently than the other rolesPM may rotate after week 7. For example, PM 1 will do week 2,3,4,5,6. PM 2 will do 8,9,10,11,12 (week 7 is a break)	
<p>3.3 Sprint 1 deliverables</p> <p>Went over current progress on Sprint 1 deliverables</p> <ul style="list-style-type: none">Stories<ul style="list-style-type: none">Everyone to review stories and look for ways to reword/improveRisk register<ul style="list-style-type: none">Everyone to add 1-2 lines. Impact and probability will be decided as a group.Skills & resources audit<ul style="list-style-type: none">Everyone to add their name to the respective skill competencyChauntelle to add soft skillsProject Acceptance Tests<ul style="list-style-type: none">Everyone to review tests and suggest improvements and new ideasScope of work<ul style="list-style-type: none">Reviewed Elon's Scope of Work draftEveryone to review and add points to Technical Issues, particularly constraints, resources and security <p>All are due by Tuesday 17th August night.</p>	ALL, Chauntelle

<p>3.4 Programming</p> <p>Key takeaways</p> <ul style="list-style-type: none"> Iffah prefers frontend development <ul style="list-style-type: none"> Can do bootstrap, visuals, mockups, database work Has HTML to PDF code already Thomas prefers backend development Thomas demonstrated his flask template and ERD Use virtual Python, blueprints <p>To do</p> <ul style="list-style-type: none"> Chauntelle, Elon and Qiulan (or everyone) to do Flask tutorial <ul style="list-style-type: none"> Thomas to send link to said Flask tutorial Elon to share his learning resources Angus to look at PDF attach file (Python) Coders to look at HTML format on UWA Library bookings website Everyone to read the README of Thomas' flask template 	ALL
<p>3.5 Auditor comments</p> <p>Notes</p> <ul style="list-style-type: none"> Send timesheets and minutes to Auditor by Saturday. Sending on Sunday will result in loss professionalism Everyone must upload timesheet to Google Drive by 5pm Friday We should charge our learning time We should include 'Extras' <p>To do</p> <ul style="list-style-type: none"> Give Auditor GitHub and Google drive access (@james.f.griffiths@gmail.com) Everyone to input their availability into the Google Drive spreadsheet and Thomas to send availability to James 	ALL
<p>3.6 Date of next meeting</p> <p>18th August Wednesday 9:30am</p>	ALL

Meeting Closed: 6:30pm