## **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

| TASK | ACTION |
| --- | --- |
| 3.1 Client debrief  Went over Client meeting in week 2   * Summarised situation for Qiulan * Went over Client’s $100 test results * Went over Client question spreadsheet   To do:   * Everyone to add any questions they think of for the Client to the spreadsheet * Thomas to organise meeting next Monday with the Client to ask questions   + Not everyone will be able to attend * Qiulan to look through Google Drive to familiarise with current situation | ALL, Thomas, Qiulan |
| 3.2 Role Assignment   * Elon will be documentor for week (4&5) * Documentor will rotate more frequently than the other roles * PM 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) |  |
| 3.3 Sprint 1 deliverables  Went over current progress on Sprint 1 deliverables   * Stories   + Everyone to review stories and look for ways to reword/improve * Risk register   + Everyone to add 1-2 lines. Impact and probability will be decided as a group. * Skills & resources audit   + Everyone to add their name to the respective skill competency   + Chauntelle to add soft skills * Project Acceptance Tests   + Everyone to review tests and suggest improvements and new ideas * Scope of work   + Reviewed Elon’s Scope of Work draft   + Everyone to review and add points to Technical Issues, particularly constraints , resources and security   All are due by Tuesday 17th August night. | ALL, Chauntelle |
| 3.4 Programming  Key takeaways   * Iffah prefers frontend development   + 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   To do   * Chauntelle, Elon and Qiulan (or everyone) to do Flask tutorial   + 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 |
| 3.5 Auditor comments  Notes   * 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’   To do   * Give Auditor GitHub and Google drive access (@ [james.f.griffiths@gmail.com](mailto:james.f.griffiths@gmail.com)) * Everyone to input their availability into the Google Drive spreadsheet and Thomas to send availability to James | ALL |
| 3.6 Date of next meeting  18th August Wednesday 9:30am | ALL |

Meeting Closed: 6:30pm