## **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 | ACTION |
| --- | --- |
| 5.1 A list of suggestions proposed by Mentor Brian   * 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