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Meeting Minutes - @March 8, 2022

Chair: Pham Gia "Alan" Nghi

Secretary: Kelin "Colin" Zhu

Members:

- a1829445, Kelvin, Ting

- a1808891, Pham Gia "Alan" Nghi

- a1805827, Kelin "Colin" Zhu

Time and Place

First team onboarding meeting for Group 15 was held on Zoom at 8PM, 8th of March 2022

Purpose

- Finalise the questions that will be ask to the Client

- Define Roles and Schedule

Determine questions to ask the client

Technical Client or Casual Client?

1. Can we use 3rd-party library?

2. What is the expectation of such output image?

3. Do you have an existing dataset? If not, we will need time to find an enough amount of data.

4. Can variables be fixed? Because having dynamic variables can lead to long process time and complex infrastructure.

    a. if it is not fixed, how long or how short should a description be?

5. `Schedule` What's the client schedule? In which time shall we do a "Client-sync"?

Checklist for client's meeting

☐ Meeting Schedule and Frequency

☐ Way of communication

    ☐ Emails

    ☐ Slack

    ☐ Discord

    ☐ Teams

    ☐ Other

☐ Expectation Confirmation

☐ Approach on Reports

Agreed Role

- Lead Programmer

    `Kelvin`

    `Colin`

- Assistant Programmer

    `Alan`

- Secretary

    `Alan`

- Project Manager

    `Colin`

What's next?

- Meeting with Thomas on 9th of March at 2:30PM

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  >
  > 📹 https://adelaide.zoom.us/j/88491509851?pwd=REI5SmMzdFh5U29YKzdBME1sbmEzdz09

- Booked room 3034 from 2pm to 5pm

- Agreed to submit Timesheet, Meeting Minutes, and Agenda on Github

- Meeting frequency will be determined after the next client meeting