SIT374 REECE MAX VOICE APPLICATION Meeting Minutes

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| Date: | 27/3/2018 at 9.30AM |
| Type: | Conference Call |
| Duration: | 30 Minutes |
| Venue: | Building B and Reece Head Office |
| Attendees: | Clients (Shane Laffin and Gabby Currin) and Alush Selimi (Leader) |

Information / Decisions

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| No. | Item |
|  | They want an application built for plumbers, plumbers spend quite a bit of time on the phone going from job site to job site and they want a voice application that they can work with so they can talk to it and get it to specify details regarding the numerous Reece stores in Australia. |
|  | They are happy to meet us at either Deakin Burwood or at their office in Burwood. |
|  | They will provide anything we need, and they want a mobile application that is compatible with both iOS and android (if possible). |
|  | They do not want to create any new internal services for this, it should be able to interface with the website and get all information from there. Remember this must be voice operated. |
|  | Asked about the team, mentioned that we were all multiskilled. |
|  | Do not make the proposal over the top, keep it simple. |
|  | They did not specify any specific programming languages or anything of the sort, but this must work as an app for either iOS or Android at the very least. |

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| No. | Item. | Who. |
| 1.1 | Create Application based on what they want | The Team |
| 1.2 | Meet with Client | The Team |
| 1.3 | N/A | The Client |
| 1.4 | N/A | N/A |
| 1.5 | N/A | N/A |
| 1.6 | Keep Project Proposal simple | The Team |
| 1.7 | N/A | N/A |

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| --- | --- |
| Date: | 27/3/2018 from 3.30PM – 5.15PM |
| Type | In Person |
| Duration: | 1 Hour 45 Minutes |
| Venue: | Building T |
| Attendees: | The Team Alush Selimi  Abdulrahman Baali Mahedi Raz  Wey Hong Weiqi Zhang  Vasu Batra Xueting Jiang |

Meeting 2

Information / Decisions

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| No. | Item |
|  | In this meeting, we found a quiet place and discussed the project. We discussed our skills and our roles and what we thought we would be able to achieve. |
|  | Next we moved onto the projects requirements, I filled the group in on what the client told me they wanted earlier in the day. |
|  | After discussing the requirements we begun working on our proposal, we filled in the entire document with rough points that we will expand upon later. |
|  | Group decided to record progress that has been made in our Facebook group chat. And meeting in person only when required, as our schedules are very different. |

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| No. | Item. | Who. |
| 1.1 | Set Roles | The Team |
| 1.2 | Filled in group | Alush |
| 1.3 | Begun working on proposal | The Team |
| 1.4 | All progress reports to be made in facebook group chat | The Team |

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| --- | --- |
| Date: | 04/04/2018 9.30 – 10.00 AM |
| Type | In Person |
| Duration: | 30 Minutes |
| Venue: | Deakin University Burwood Campus |
| Attendees: | Alush Selimi (leader) and Shane Laffin (client) |

Meeting 3

Information / Decisions

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| No. | Item |
|  | Discussed our easter breaks (small talk) |
|  | Discussed the team’s goals |
|  | Discussed the team’s attitude towards achieving said goals. |
|  | Asked if we needed anything, mentioned a possible list of all stores |
|  | Client asked to see project proposal |

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| No. | Item. | Who. |
| 1.1 | Small Talk | Alush and Shane |
| 1.2 | Team’s Goals relayed to client | Alush |
| 1.3 | Team’s Attitude towards achieving goals | Alush |
| 1.4 | Asked for list of stores with other relevant information | Shane |
| 1.5 | Client asked to see proposal  PROPOSAL SENT | Alush |

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| Date: | 16/04/2018 10.00 – 10.30 AM (POSTPONED TILL 10.45AM) THEN RAN FROM 10.45 – 11AM |
| Type | Conference Call |
| Duration: | 15 Minutes (cut short due to emergency meeting) |
| Venue: | Various |
| Attendees: | Clients (Shane Laffin and Gabby Currin)  The Team  Alush Selimi  Abdulrahman Baali Mahedi Raz  Wey Hong Weiqi Zhang  Vasu Batra Xueting Jiang |

Meeting 4

Information / Decisions

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| No. | Item |
|  | Introduction of team members, as this was the first time the clients met the whole team. |
|  | Discussed what had been done so far, that being a basic app being created with a map and a UI that also contained a map on it. |
|  | Team members discussed what they had done so far, some members discussed they had researched Artificial Intelligence as well as Voice recognition |
|  | This meeting was unfortunately cut short due to a calendar clash, the client got double booked last second and had to go to an emergency meeting. |

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| No. | Item. | Who. |
| 1.1 | Introduction | The Team |
| 1.2 | What had been done so far | The Team |
| 1.3 | N/A | N/A |
| 1.4 | Client cut it short | The Clients |

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| --- | --- |
| Date: | 27/04/2018 11 – 11.30 AM |
| Type | In Person |
| Duration: | 30 Minutes |
| Venue: | Deakin University, Building T |
| Attendees: | Dr Nick Patterson, Alush Selimi, Abdulrahman Baali, Xueting Jiang and Vasu Batra |

Meeting 5

Information / Decisions

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| No. | Item |
|  | Discussed what had been done in the first sprint, app creation, research, and talked about the bug that is keeping our demo from being functional |
|  | Supervisor mentioned that the sprint review was coming up and that we were to prepare as such. |
|  | Elaborating on point 3, we should ensure our trello reflects what we have done, our github demonstrates some progress. As well as ensure that our meeting minutes are up to standard. |
|  | Supervisor also mentioned that I should email the client to arrange a meeting for next week. |

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| No. | Item. | Who. |
| 1.1 | Sprint One: What has been done | The Team |
| 1.2 | Prepare for sprint review | The Team |
| 1.3 | N/A | N/A |
| 1.4 | Email Client (DONE) | Alush |