

**School of Information Technology**

**FIT3047/8: Industrial Experience Project Part 1 and 2**

**Semester 1, 2016**

**Meeting Minutes**

**Scuba Varsity IE Project**

**Team n**

**Client:** Client Contact Name

Scuba Varsity

|  |  |  |
| --- | --- | --- |
| **Prepared by:** | Jess van der Byl | 24868280 |
|  |  |  |
| **Approved by:** | Team Member | Student\_ID |
|  |  |  |

**Date and Time:** 8 March 2016 – 10:00AM

**Location:** Monash library – 1st floor

# Attendance

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Present** |
| Wolfgang | Client liaison | Yes |
| Sameet | Group leader | Yes |
| Jess | Head of documentation | Yes |
| Nick | Head of programming | Yes |
|  |  |  |
|  |  |  |
|  |  |  |

# Meeting Start

Meeting Schedule Start: 10:00

Meeting Actual Start: 10:35

Meeting Scribe: Jess van der Byl

# Agenda

* Post Meeting Action Items from previous meeting
  + Ensure that all the action items from the previous meeting have been completed on time. If they have not been completed, list which action item it is, who was responsible for completing the item, and the reasons why this item could not be completed on time. Discuss ways to prevent this from happening in the future
  + It is compulsory that this be the first item discussed at every meeting
* Client Agenda
  + Sameet asks Wolfgang if he is alright with handling the first agenda for meeting with the client, Wolfgang accepts the task without issue.
* Requirements and programming
  + Sameet asks Nick, the lead programmer, to handle the requirements and possible requirements for the application, with regards to asking the client.
  + Nick mentions examples regarding what the client might want and what might be doable
  + Sameet asks Nick about member login and admin login. Nick explains that we would need two separate modules, one for admins and one for members, each with different permissions.
* Events and timetabling
  + Sameet brings up the topic of how to handle events, suggests an automatically updating feed
  + Wolfgand mentions that Scubaversity has a set calendar with events for the whole year at the beginning of the year, so the feed that Sameet suggested isn’t necessary
  + Sameet then describes a calendar like system that might be suggested to the client
* Prototypes
  + The group has prepared 3 different mock-ups each for the application’s design
  + The group discusses their respective mock-ups
  + Nick shows a working prototype of the application, the group discusses the prototype
* User access and logins
  + Jess asks if we need to limit the functionality of the application completely to users with members or not
  + Nick recommends that we allow general use of the application to all users
* Client meeting time
  + Sameet asks what time we should meet up before the client meeting in order to go in the same car.
  + Jess recommends about half an hour before in order to give enough time for people to arrive
  + Everyone agrees to meet up at the time mentioned

# Meeting End

Meeting Schedule End: 11:00

Meeting Actual End 11:25

# Post Meeting Action Items

|  |  |  |
| --- | --- | --- |
| **Action** | **Assigned To** | **Deadline** |
| Client Meeting Agenda | Wolfgang | 03/09/2016 |
| Requirements and possible requirements to discuss in the client meeting | Nick | 03/09/2016 |

# Decisions Made

N/A

# Next Meeting

Next Meeting:

* 03/115/2016 10:00
* Monash library – 1st floor