

**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:** Scubaversity

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| --- | --- | --- |
| **Prepared by:** | Sameet Naik | 25929534 |
|  |  |  |
| **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 |
| Mandy | Client | Yes |
|  |  |  |
|  |  |  |

# Meeting Start

Meeting Schedule Start: 9:00

Meeting Actual Start: 9:00

Meeting Scribe: Sameet Naik

# Agenda

* Client Agenda
* Introduce team to clients
* Referring the SV draft, the client liaison will explain what the team’s ideas on the application are.
* Ask the clients if there is anything that they would like to add on top of what was mentioned by the client liaison
* Try to work out a suitable schedule for any further meetings between the client and the team
* Explain the cycle structure of development to the clients
* Any further business that the client would like to input.
* Conclude the discussion
* Application details
  + Wolfgang introduces the team and discussion on the functionality and design of the app commences.
  + The clients use the Padi app, another app used by scuba divers, to demonstrate the basic functionality that they are looking for
  + Wolfgang tells the client the team is thinking of adding a calendar to show events, sales promotions, and explains what details would be used for a member login. Also a notification will be sent to a user if their membership is nearing expiry.
  + The team asks Mandy 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.
  + The clients are very pleased with all the ideas that are brought up
  + The clients discussed the difficulties with advertising and says the app would be a perfect platform for this. They also suggest google map integration so as to allow divers to find dive spots.
  + The clients mention they already have a database with members which the team may use.
* Meetings
  + Wolfgang asks the clients when they would like to set a meeting time, whereby if a meeting is necessary, they will be free
  + The clients ask when the team will be free in order to come up with a proper schedule
  + Sameet brings up the combined timetable he created, which contains details of all the team members timetables and when they are all free.
  + The team and clients agree upon Wednesday at 8am to be the perfect meeting time.
* Prototypes
* Nick shows the clients his rough prototype which is installed on a tablet.
* The clients are enthusiastic towards it and asks for a copy to be installed on their device so they may look at it during free time.
* Project Development
* Wolfgang explains how the 4 cycle development plan will be carried out. He says a prototype will be ready to show to the clients after each cycle.
* The clients are happy with this format.
* Conclusion
  + The clients state that they are very excited about the project and will be able to assist in any way they can, including being able to access information from Padi South Africa.
  + Contact details were exchanged in order for Wolfgang to create a WhatsApp group with the clients so as to allow the team to be in constant communication with them
  + The clients gave the team a few brochures and some old membership cards to give them an idea of what they are looking for.

# Meeting End

Meeting Schedule End: 10:00

Meeting Actual End 10:15

# Post Meeting Action Items

|  |  |  |
| --- | --- | --- |
| **Action** | **Assigned To** | **Deadline** |
| Prototype handover | Wolfgang | Next meeting |
| Creation of a WhatsApp group | Wolfgang | 03/09/2016 |
| Protocol for project should be drawn up | unassigned | Next meeting |

# Decisions Made

N/A

# Next Meeting

Next Meeting:

* 15/03/2016 10:00
* Monash library – 1st floor