

**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:** | Wolfgang Germain | 25564234 |
|  |  |  |
| **Approved by:** | Sameet Naik | 25929534 |
|  |  |  |

**Date and Time:** 15 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 |
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|  |  |  |
|  |  |  |

# Meeting Start

Meeting Schedule Start: 9:00

Meeting Actual Start: 9:00

Meeting Scribe: Wolfgang Germain

# Agenda

* Agenda
* Start looking at the deliverables that are required.
* Discuss the key requirements of the project.
* Discuss database handover from client
* Key Deliverables
  + Sameet starts the meeting
  + He asks, what the key deliverables that are due in Semester 1 are
  + Wolfgang says the start-up documentation is required.
  + Jess looks at design and analysis documentation template.
  + The team looks through the template and fills some of the spaces in.
* Requirements
* Sameet asks if the team can make a list of the client requirements
* Wolfgang and Nick say that there is more than enough information from the client to begin the project.
* Sameet decides that there is no need to meet the clients again the next day if that is the case
* The team agrees and nick sends a message to the client informing them that another meeting at this time is unnecessary.
* Database
* The clients already have a database
* Nick and Jess suggest their database may need to be normalized
* The client website may also be linked to the database so a new database may need to be made, using the existing one as a source
* The client website has features which could be used by the team when developing the application.
* Conclusion
  + The team discussed any documentation that may need to be done immediately
  + They then started on said documentation
  + A requirements list was created

# Meeting End

Meeting Schedule End: 10:00

Meeting Actual End 9:45

# Post Meeting Action Items

|  |  |  |
| --- | --- | --- |
| **Action** | **Assigned To** | **Deadline** |
| Design and analysis documentation needs to be done | Whole team | Week 5 |
|  |  |  |
|  |  |  |

# Decisions Made

N/A

# Next Meeting

Next Meeting:

* 22/03/2016 10:00
* Monash library – 1st floor