

**School of Information Technology**

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

**Semester 1, 2016**

**Meeting Minutes**

**Scubaversity IE Project**

**Team 12**

**Client:** Scubaversity

|  |  |  |
| --- | --- | --- |
| **Prepared by:** | Sameet Naik | 25929534 |
|  |  |  |
| **Approved by:** | Click here to enter text. | Click here to enter text. |
|  |  |  |

**Date and Time:** 22 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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|  |  |  |
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# Meeting Start

Meeting Schedule Start: 10:00

Meeting Actual Start: 10:00

Meeting Scribe: Wolfgang Germain

# Agenda

* Agenda
* Discuss the deliverables that are required to be to be completed in the coming weeks.
* Key Deliverables
  + Sameet sets out the key deliverables upcoming and the team discusses
  + Project summary sheet needs to be in by week 5
  + Presentation needs to be done by week 5
  + All Individual documentation needs to be done by week 6
  + Analysis and design docs need to be worked on during mid-sem break.
* Requirements
* Sameet says that the team needs to meet during the mid-sem break to start on all documentation.
* A google slide needs to be put up for the presentation
* Google docs need to be created for the design and analysis documentation
* All team members must go through the templates to get an idea of what is required.
* Conclusion
  + Everyone must be present during the mid-sem break to start on the documentation.
  + We hope to have the design and analysis doc completed by week 6, or beginning of week 7
  + Presentation must be done by end of mid-sem break and practiced.
  + All individual docs must be completed on time

# Meeting End

Meeting Schedule End: 11:00

Meeting Actual End 11:30

# Post Meeting Action Items

|  |  |  |
| --- | --- | --- |
| **Action** | **Assigned To** | **Deadline** |
| Design and analysis documentation needs to be done | Whole team | Week 7 |
| First Presentation done and practiced | Whole team | Week 5 |
| Individual Documents | Whole team | Week 6 |
|  |  |  |

# Decisions Made

* Team will meet during mid-sem break to start on documentation

# Next Meeting

Next Meeting:

* 07/04/2016 10:00
* Monash library – 1st floor