

**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:** | Nick Whitaker | 24868280 |
|  |  |  |
| **Approved by:** | Team Member | Student\_ID |
|  |  |  |

**Date and Time:** 4 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: 10:30

Meeting Scribe: Nick Whitaker

# 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
* Group roles
  + Wolfgang suggests to the group that we decide on group roles for the individual members of the team, which is agreed upon by all group members.
  + Sameet suggests that Wolfgang takes the role of client liaison as he is already in contact with them, Nick and Jess agree with this and so does Wolfgang.
  + Mutual discussion takes place with all members about the other 3 remaining roles and what tasks each role will entail.
  + We come to a conclusion that Sameet will assume the role “group leader”, Jess will assume the role “head of documentation” and Nick will assume the role “head of programming”.
  + Everyone feels comfortable with the roles and tasks assigned to them.
* IE Meeting time slot
  + All group members discussed if they were able to make the IE meeting time slot on a Thursday from 10:00-12:00.
  + Nick says he has a clash but is able to adjust his timetable to suit the 10:00-12:00 meeting on a Thursday.
  + Everyone is able to make the 10:00-12:00 meeting on a Thursday and this will be our agreed scheduled meeting time.
* Project Requirements
  + Jess asks what colour scheme the app is going to have.
  + Wolfgang suggests blue and yellow as this is Scuba varsities colour scheme already. He also suggests that currently we don’t actually know the requirements the client wants as we have not met with them yet. In the meantime each group member should try come up with 3 designs of how they want the app to look so that when we meet the client we have many options of login screen layouts, home screen layouts etc. to show them.
  + All group members agree to send their designs to our whats app group by Saturday
* Communication platform
  + Nick Suggests to the group that we use Slack and GitHub as our communication platform of sharing ideas, creating tasks that need to be completed, contributing to the different versions of the project etc. The group agrees that they are familiar with these platforms and Nick invites everyone to the Slack and GitHub projects that have been created.
  + A whats app group with all members has been created as well.
* Client meeting
  + Wolfgang as the client liaison will get in contact with the client over the weekend and let the group know when and where they will be meeting for their first meeting by Monday.
* The new Boston
  + Youtube series the group suggested to each other to brush up on android programming skills.

# Meeting End

Meeting Schedule End: 11:30

Meeting Actual End 11:30

# Post Meeting Action Items

|  |  |  |
| --- | --- | --- |
| **Action** | **Assigned To** | **Deadline** |
| 3 layout designs | Wolfgang | 03/05/2016 |
|  | Sameet | 03/05/2016 |
|  | Nick | 03/05/2016 |
|  | Jess | 03/05/2016 |
| Project naming convention | Nick | 03/07/2016 |
| Set up client meeting | Wolfgang | 03/07/2016 |
|  |  |  |

# Decisions Made

* Group leader – Sameet
* Client liaison – Wolfgang
* Head of documentation – Jess
* Head of programming – Nick
* Scheduled meeting time – Thursday 10-12
* Communication platforms – Slack, GittHub, WhatsApp

# Next Meeting

Next Meeting:

* 03/11/2016Time
* Monash library – 1st floor