CITS5206 Capstone Project - Group 12

Minutes of the meeting #1

Date and Time: 02 August 2024 – 1:00pm

Place: CSSE Meeting Room

Participants:

- Rachel
- Kent Yip
- Phoebus Lee
- Subbulakshmi Seenivasan
- Linfeng Zheng
- Shuyu Ding

Minutes by: Kent Yip and Phoebus Lee

Agenda:

- Gather specific project requirements from the client
- Discussed what the Minimum Viable Product is
- Determine who the stakeholders are

Discussion

Client Meeting with Rachel

Accreditation management responsibilities

Output of the project is expected to be the ACS accreditation template.

Have a spreadsheet of the information that goes into that.

Problem encountered is the information is in the form of Word documents. Backed up by CAIDI, that has the unit information. No SFIA outcomes.

University has programme outcomes

ACS has outcome requirements

Advanced learning outcomes

CLI is fine, minimum viable product. Generating human readable reports by processing structured data into unstructured data.

All input and output will be text based.

General flow of the system:

Input are the spreadsheets that will be provided by the client.

Output is the html or navigable interface that is human readable.

Stakeholder

- ACS
- Faculty that manages accreditation
- Unit coordinators

Current tools not fit for purpose – too clicky which makes it into a checklist of sort.