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| CIRPAE Team Meeting | March14th, 20233:30PM – 4:00PMSwinburne: ONLINE, MICROSOFT TEAMS |

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| Meeting called by: | Aidhan | Type of meeting: | Supervisor |
| Chair: | Aidhan | Note taker: | Huy |

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| Attendees: | Aidhan, Thomas, Huy, Numil, Habib, Zahin, Naveed Ali(Supervisor) |
| Apologies | None |

# Minutes

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| Agenda item: | Discussing expectations of unit. | Presenter: | Aidhan |

#### Discussion:

#### Repositories and Timeline planners:

#### Where do we start to look?

#### Group roles:

#### Who is to be deemed Team leader and how do we organize each other.

#### What methodology should be incorporated in the projects development.

#### Forms and Reports:

#### SQAP, what is it and how should we do it?

#### Project Plan: Outlining what each part of it means.

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#### Conclusions:

* Trello: Is a basic timeline planner, while Jira or Confluence is far more advanced.
* SQAP: Is a large form that can be updated, changed and modified to suit our project needs.
* Project Plan: Must be completed for each aspect of the projects development.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Research Jira or Confluence and identify prices | Aidhan, Zahin and Numil | 13/03/2023 |
| * Initiate work on Project Plan | Huy, Habib and Thomas | 13/03/2023 |
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