|  |  |
| --- | --- |
| CIRPAE Team Meeting | April 6th, 20233:30PM – 4:00PMSwinburne: ONLINE, MICROSOFT TEAMS |

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

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

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda item: | Describing SRS and Project Specific Assessment Criteria | Presenter: | Aidhan |

#### Discussion:

#### Outlining of Project Assessment Criteria and how to review work with Naveed.

#### Questioning of SRS, how is it to be completed, similar to the project Plan?

#### Scope?

#### Introduction?

#### Conclusions:

* Project Assessment Criteria does not need to be reviewed by Naveed, can be completed without constant evaluation.
* SRS: Is similar to the project plan, however alter text to be written more specific for assessment,

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Complete Project Specific Assessment Criteria | Zahin, Huy and Thomas | 16/04/2023 |
| * Complete SRS | Aidhan(1-2.2), Zahin(2.3-3 ), Huy(4), Thomas(5), Numil and Habib(5) | 16/04/2023 |
|  |  |  |