

# CODEZILLA MEETING MINUTES

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| Details of Meeting | | | | | | |
| Meeting Title | | | Iteration 0 – Sponsor Meeting 2 – 22042017 – Finalising Requirements | | | |
| Date (DD/MM/YYYY) | | | 22/04/2017 | **Time** | 11:00AM – 01:00PM | |
| Location | | | SMU Labs Meeting Room 2-1 | | | |
| Minutes Prepared By | | | Koh Xiao Wei | **Minutes Vetted By** | Jolene Teo | |
| Attendees | | | Zul Yang  Amanda Lim  Jolene Teo  Koh Xiao Wei  Edward Booty (Sponsor) | **Absentees** | Edward foo  Nigel Goh | |
| Meeting Objective | | | | | | |
| Reviewing and Finalizing of Use Cases, Requirements and Project Timeline | | | | | | |
| Meeting Agenda | | | | | | |
| 1. Go through the updated Use Cases and Requirements 2. Review our Project Timeline and update it | | | | | | |
| Meeting Notes, Discussion | | | | | | |
| S/N | **Topic** | **Details** | | | | **To Note** |
| The following are the use cases where changes are being made to. All changes have been updated on the Google Drive. | | | | | | |
| 1 | Requirement 1 - Registration with Administration | -Headhunting: Companies reaching out to individuals. Let the individual decide of they want to be sourced out  -Register your account first as a user then align yourself to the company. Maybe automatically add but the company will get a notification  -Check company, registered address, country. More fields and details. Follow LinkedIn.  -Check email, make sure it is the real email confirmation | | | |  |
| 2 | Requirement 2 – Login/ Logout (With Dashboard) | -Maximum number of attempts for login, forgot password, keep me signed in, remember password | | | |  |
| 3 | Requirement 4 – Create Project | -With about 80% the project resources gathered, the project can begin and become active. The project owner can decide  -When the project is active, still can add resources (new use case, edit project)  -Use colour coding for project status. Limit the features and tools. File upload for PDF and diagrams.  -Private projects seen by certain people only  -Organisation page will display the list of projects, both open and hidden   * 4Including ratings and reviews   \*Hidden 2 modes, hidden to all, or hidden to outsiders | | | |  |
| 4 | Requirement 5 – Create Resource Offering | -Headhunting: There should be confidentiality, no full names, no contact information and prevent spam (rethink). Friend request with a message? (Another use case, companies to find users).  -The user can specify if he wants to be hidden (especially on active projects). Other users cannot see the full names of people in a project (maybe first name, first letter of surname)  -Take note of unique name for messaging if we’re using the above due to many similar names (unique username upon registration).  -Sign in should be able to use username and password/ email and password | | | |  |
| 5 | Requirement 6 – Create Resource Request Offer | -Does the user see all the projects, or he only sees those related to him? Yes see everything. Organize it by relevance and priority from most to least. | | | |  |
| 6 | Requirement 7  - Match Project Resources to Projects | -User homepage and email will have matching (should see suggested projects they might be interested in etc) | | | |  |
| 7 | Requirement 9 – Manage Project | -Rocket chat  -2 iterations?  -Remove people from project | | | |  |
| 8 | Requirement 10 – Stopping the Project | -User can also decide if they want to stop project (there will be feedback)  -Leaving the project there but not ending it, a stagnant project. Should be blacklisted. Not in our control? | | | |  |
| 9 | Updating of timeline | Based on the changes made in our requirements, the project timeline was also updated accordingly on the Google Drive | | | |  |
| Actionable Items | | | | | | |
| S/N | **To Be Done** | | | **Team Member(s)** | **Due Date (DD/MM/YYYY)** | |
| 1 | -Ensure that the Use Cases and Requirements are properly updated if not done so | | | All | 02/05/2017 | |
| 2 | Create Trello accounts and learn to use them | | | All | 02/05/2017 | |
| Next Meeting (If Applicable/Discussed) | | | | | | |
| Date (DD/MM/YYYY) | | 02/05/2017 | | **Time** | TBC | |
| Location | | SMU Labs (Meeting Room TBC) | | **Objective** | Start of Iteration first meeting | |
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