

Group Meeting #20

Date 7 August 2015
Time 10:00 am
Location Roopak's Office - WT704B

Attendees

Jason Gerbes, Joshua Son, Paul Lee, Sean Young, Roopak Sinha.

Minutes Recorder

Jason Gerbes.

Absences

None.

Meeting Agenda

- Discuss outcome of mid-project review.
 - Discuss options for the remainder of the project.
 - Prepare for meeting with Ahmed.
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7. Approval of minutes of last meeting

- 7.1. The group is in agreement that the minutes of the last meeting are an accurate record.
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8. Status of prior meeting arrangements

- 8.1. Jason has uploaded the research findings template to Facebook in both Word and Pages format.
- 8.2. Josh has sent all of his research documentation to Jason.
- 8.3. Sean has documented his prior research.
- 8.4. Paul has documented his prior research.
- 8.5. All members have revised the QA processes for documentation.
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3. Discussion of Project Development

- 3.1. Roopak's feedback about mid-project review: the work done wasn't seen in the portfolio, all work needs to be documented, record all past work.
- 3.2. Roopak suggests more than 3 hours per day to catch up.
- 3.3. Requirements elicitation:
- Requirements will continually change in agile development.
 - Think of all possible requirements. Probe for more.
 - Gather high level requirements 'wish list' from client, then refine and prioritise.
 - Create user stories from requirements. Estimate time for each story.
 - Break big stories down into smaller ones.
- 3.4. Development options : create initial app prototype, or focus on requirements spec.
- 3.5. Previous tasks need to be addressed in past meeting minutes.
- 3.6. We aim to have a completed set of requirements completed this week.
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4. Meeting Arrangements

- 4.1. We will gather requirements in the meeting with Ahmed at 1pm.
- 4.2. Jason will send the requirements to Roopak for his input.
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5. Adjournment of Meeting

5.1. There being no other business, the meeting was adjourned at 10:50 pm.

6. Next Meeting

Date 7 August 2015

Time 01:00 pm

Location WT Meeting Room - WT103.

We will meet with Ahmed and Alexis at 1 pm to discuss the requirements of the system.
