Meeting Minutes
Team 18

Date	18/3/15	Duration (hrs)	2
Time	2pm - 4pm	Location	Johns cave

Agenda

- ❖ Team Skill matrix
- ❖ Brief look at CMS matrix - given from waqar
    - ➢ Discuss main points
- ❖ Presentation Time and Date
- ❖ Discuss proposal guide
    - ➢ documentation
        - ■ e.g. WBS
        - ■ begin draft
        - ■ worst case scenario

Action Items	Assigned
1. Template of proposal start	Miguel
2. Gantt → Project plan	John, Adam
3. Straw poll for team name	John
4. Question formatting	Chris

Notes

- ● notes → formalize → supervisor → send to client
- ● Booking
    - ○ take form → confirm with waqar → send to email address
- ● best CMS http://www.cmsmatrix.org/matrix/cms-matrix/webgui
- ● worst CMS
    - ○ Listed Webapp
- ● Proposal Guide
    - ○ justify project can be successful
        - ■ time
        - ■ resources
        - ■ skills
    - ○ Clients goals
        - ■ problems
        - ■ opportunity
        - ■ to achieve and outcome
    - ○ How approach the problem
        - ■ why
        - ■ methodology

- - - Plan for the project
    - effort
    - date
    - time taken
  - Specifications of the project → Plan
  - Cover sheet
    - Team members
      - maj
      - number
      - email
    - date
    - title
    - version
    - supervisor name
      - phone
      - email
      - org name
    - client
      - phone
      - email
      - org name
  - Project proposal details
    - terms of reference
    - rationale
    - scope/objective
- Read Proposal

Worst Case
- we need information
  - Ask for options from the client

Attendees	Role
Waquar Hussain Adam Campbell John Cave Miguel Saavedra	Supervisor Team Leader

Version

<v1.0> Document created - 05/03/16
<v1.1> Changed style of document - 06/03/16

Made by
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