Hire-Me Coder
MINUTES OF THE MEETING

Week No	05
Date	28/08/2019
Time	9:00 am – 10:30 am
Location	Ingkarni Wardli
Prepared By	Pallavolu Sai Dheeraj Reddy

Attendees	
1712424	Junjie Zhao "John"
1753001	Kalpana Parvathaneni
1753100	Sai Dheeraj Reddy Pallavolu
1775906	Yuedong Wang "Nick"
1789022	Sharon Khate Damaso
1700592	Xuankai Feng "Kina"
1733805	Ying Wang "Arnold"

I. Meeting Objectives

1. 3rd meeting with the client:
   - Meeting with Will from Maptek
   - Will has given the further requirements of the project
   - Admin can select the questions to group of candidates
   - Admin will set time a deadline of the assessment to the candidate. After the deadline, the link will be expired, and the candidate will no longer be able to access the link.
   - The admin and candidates can reset the password. No Security Question needed
   - System can automatically generate the link to login and password
   - The candidate needs to upload the file with the correct extension file. For example, if it is Java code, the file extension should be `*.java`.
2. Discussed the SDD and SRS draft
   - SDD draft plan will be prepared by Sai and Kalpana
   - SRS draft plan will be prepared by Kina and John
3. Discussed about the test plan to prepare it as soon as possible
4. Development team:
   - Had discussion about the tools and other requirements about Will has discussed in client meeting
   - Finalised the system flow

II. Action Items

#	Description	Owner	Status
1	Project Management Plan Review	Kalpana	Complete
2	Configuration Management Plan	John	Complete
3	Risk Management Plan	Kina	Complete
4	Software Requirement Specification	Arnold and Nick	In Progress
5	Software Design Documentation	Sai	Open
6	Code Review	Khate	Open
7	Testing	Tim	Open
8	Software Process and Management Plan (SPMP) draft	Kina, Sai, John	Complete
9	Create SRS draft plan	John, Kina	Complete
10	Create SDD draft plan	Sai, Kalpana	Complete
11	Study and Research NodeJS, Html, Jquery	Nick, Arnold, Khate	Complete
12	Start creating test plan	Kalpana, Tim	In Progress
13	Create system development structure and push it in git	Khate	Complete
14	Final Software Process and Management Plan (SPMP)	Kina, Sai, John	In Progress

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MINUTES OF THE MEETING

Week No	06
Date	04/09/2019
Time	9:15 am – 10:45 am
Location	Ingkarni Wardli
Prepared By	Lantian Cai

Attendees		
	1712424	Junjie Zhao "John"
	1753001	Kalpana Parvathaneni
	1753100	Sai Dheeraj Reddy Pallavolu
	1775906	Yuedong Wang "Nick"
	1789022	Sharon Khate Damaso
	1700592	Xuankai Feng "Kina"
	1733805	Ying Wang "Arnold"
	1755057	Lantian Cai "Tim"

I. Meeting Objectives
   1. 4th meeting with the client:
      - The group reported the progress of last sprint
      - Comments about the SDD draft plan:
        o In decomposition module, component diagram should be added to depicts the components relationship.
      - Comments about Functionality:
        o Once the admin registered another admin, the newly added admin should be able to receive an email confirmation about registration and password
        o For Assessment Creation:
           a. The candidate will submit their answers depends on the question. For example, if the question is about coding, the candidate needs to submit a file; if the question doesn't require coding, the candidate will answer it on the given textbox;
           b. The test questionnaire will be separated into two tabs: Coding and Non-Coding questions
      - Discussed about the First Milestone
        o The team needs to present four functionalities (this is priority)
           a. Add Admin User – CRUD of admin user; The system should not implement delete functionality, instead set it as deactivated account
           b. Add Questions – The admin should be able to add questions;
           c. Create a test questionnaire – The admin should be able to create a test questionnaire and select a question(s);
           d. Send the test/assessment to candidates – Can present the interface only; email notification is not required as of the moment.
           e. Additional functionalities will be marked as bonus points
      - Asangi will send any related to information/documents to Khate, and Khate will share it with the team.
   2. Team Discussion:
      - Kina and Junjie will create the presentation slides for M1
      - Junjie and Sai will do the M1 presentation
      - Tasks delegation (Please see below action items)
   3. Development Discussion:
      - The developers team discussed the UI of the M1 functionalities

II. Action Items

#	Description	Owner	Status
1	Software Requirement Specification	Arnold and Nick	In Progress
2	Software Design Documentation	Sai	Open
3	Code Review	Khate	Open
4	Testing	Tim	Open

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5	Create system development structure and push it in git	Khate	Complete
6	Final Software Process and Management Plan (SPMP)	Kina, Sai, John	In Progress
7	Create test cases for Milestone 1	Kalpana and Tim	Open
8	Dev – Add Admin User	Khate	Complete
9	Dev – Add Questions	Khate	Open
10	Dev – Create a test questionnaire	Nick	Open
11	Dev – Send the test to candidates	Arnold	Open
12	Create Presentation Slides for Milestone 1	Kina and John	Open
13	Final Software Design Documentation Plan	Sai	Open