

Software Engineering and Project
Hire-Me Coder
MINUTES OF THE MEETING

PG05

Week No	07
Date	11/09/2019
Time	9:00 am – 10:40 am
Location	Ingkarni Wardli
Prepared By	Xuankai Feng

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. 5th meeting with the client:
 - Present the development progress on our system:
 1. Finished developing login page
 2. Finished initial development of test page
 3. Finished initial development of admin page
 4. Finished design of assessment sending page
 - Feedback for the development from the client:
 1. "Reset password" button is no need to appear all the time in admin page
 2. Test questions should be involved in the system but not appear as a single PDF file
 3. Admin who created specific questions should be displayed on the page
 4. When sending assessment to candidates, admin should be able to text messages and indicate deadline in the system
 5. For the candidate, he should be able to select the programming language in his UI
 6. On the test pages, there should be view/edit/delete buttons for quick actions
 7. The test creating page needed to be optimized, tests should be listed into one column with details
 - Discuss the coming presentation of milestone1:
 1. A demonstration of the system is mandatory
 2. A slide will be helpful to explain details of project management
2. Team internal meeting
 - Milestone 1 will be prepared and presented by Sai and John, Sai will take the slide and John will take the demonstration
 - Milestone 1 slide will be optimized by Kina
 - Discuss about the progress of system development
 - Seize current bugs and communicate with testers
 - Test team share current progress of testing cases design
 - Rehearsal of milestone 1 presentation will be conducted on next Monday

II. Action Items

#	Description	Owner	Status
1	Milestone 1 slide	Kina & John	In progress
2	Milestone 1 demonstration	John	In progress
3	Milestone 1 presentation preparation	John & Sai	In progress
4	System continued development	Khate, Arnold and Nick	In Progress
5	Testing cases design	Kalpana & Time	In progress
6	Final Software Process and Management Plan (SPMP)	Kina	In Progress