

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

PG05

Week No	03
Date	14-Aug-2019
Time	09:10 – 09:30; 09:30AM – 11:00AM
Location	Ingkarnii Wardli
Prepared By	Sharon Khate Damaso

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. Access the github – github.cs.adelaide.edu.au/login
2. Met the client to discuss the project requirements:
 - There will be 2 actors (admin and candidates). The candidates can be a potential intern or an employee
 - Create a system that will send an invitation link to the candidate. If the invitation link has not been accessed, it will expire after 3 days
 - The candidate can upload the document in the system or share the answered codes using the Google Docs
 - Maptek Admin can do the following:
 - Send an email invitation
 - Can assign different tests to the candidates
 - Will manage the profile management
 - Access the codes submitted by the candidates
 - Will manual test the codes uploaded in the system
 - Will provide feedback to the candidates
 - Compile the submitted codes
 - Can implement test cases in the system to check
3. Tools that can be used are java, python, php.
4. Discussed about the allocation of topic review

Review Topic	Owner
Project Management Plan Review	Kalpana
Configuration Management Plan	John
Risk Management Plan	Kina
Software Requirement Specification	Arnold and Nick
Software Design Documentation	Sai
Code Review	Khate
Testing	Tim

5. Roles Delegation

Role	Name
Developers	Arnold, Nick, Khate
Testers	Tim, Kalpana
Documentation	John, Sai, Kina

6. The team discussed the functional requirements for both admin and candidates
7. Meetings:

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- 2 formal meetings
 - Client Meeting (Wednesday 09:10AM – 09:35AM)
 - Group Meeting (Wednesday 09:35 AM – 10:35AM)
- DSM
 - Online meeting every Friday (Zoom)
- Sprint meeting – will take turns
Schedule:

Group Sprint Report #	Week No	Assignee
Report 1	W03	Khate
	W04	Kalpana
Report 2	W05	Sai
	W06	Tim
Report 3	W07	Kina
	W08	John
Report 4	W09	Nick
	W10	Arnold
Report 5	W11	Sai
	W12	Kina

II. Action Items

#	Description	Owner	Status
1	Create folder structure in github	Kina	Open
2	Create trello board	Kalpana	Open
3	Upload the allocation in myuni	Kina	Open
4	Project Management Plan Review	Kalpana	Open
5	Configuration Management Plan	John	Open
6	Risk Management Plan	Kina	Open
7	Software Requirement Specification	Arnold and Nick	Open
8	Software Design Documentation	Sai	Open
9	Code Review	Khate	Open
10	Testing	Tim	Open
11	Software Process and Management Plan (SPMP) draft	Kina, Sai, John	Open

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Week No	03
Date	17/08/19
Time	3:00PM – 5:00Pm
Location	Level 3 - Room 336 - Project Room
Prepared By	Sharon Khate Damaso

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

I. Meeting Objectives

- Discussed the SPMP draft plan
 - Discussed about the overview and scope of the project
 - Tackled about the process model. The team decided and finalised to use the Agile Scrum Methodology
 - Discussed the difference of Waterfall and Agile
 - Git Branch merging
 - There will be 3 branches (Master, QA, and Dev feature branches)
 - The developers will create their own dev branch
 - Once the development is done, all the features assigned for the sprint will be merged to QA branch for testing
 - Once QA results is positive, it will be merged to master branch
 - Tools that will be used in development
 - UI – HTML and jQuery
 - Backend – Node JS
 - Database – Firebase
 - Server – Firebase
- Revisited the roles
 - The team still decided to keep on the same roles delegated to each one of us
- Discussed the things we need to present during the client's meeting
 - Initial use case diagram
 - Mock up UI's
- Questions to be raised on Wednesday (client's meeting)
 - How the invitation link process flow?
 - Does the candidate need to register first before he can receive an invitation link?
 - How many admins will use the system?
- Discussed the person-in-charge (PIC) for Group Sprint Report
- Revisited the action items

II. Action Items

#	Description	Owner	Status
1	Create folder structure in github	Kina	Complete
2	Create trello board. Invite the team members and Asangi	Kalpana	In Progress
3	Upload the allocation in myuni	Kina	Complete
4	Project Management Plan Review	Kalpana	Open
5	Configuration Management Plan	John	Open
6	Risk Management Plan	Kina	Open
7	Software Requirement Specification	Arnold and Nick	Open
8	Software Design Documentation	Sai	Open
9	Code Review	Khate	Open

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10	Testing	Tim	Open
11	Software Process and Management Plan (SPMP) draft	Kina, Sai, John	In Progress

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Week No	04
Date	21/08/19
Time	9 to 9.30 9.30 to 11
Location	Ingkarnii Wardli
Prepared By	Kalpana Parvathaneni

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

I. Meeting Objectives

- 2nd meeting with the client:
 - The client gave feedback of the SPMP draft
 - The scope – Change the "topics" to "assignments" to be more specific.
 - Process model – explain detailed part of the scrum process
 - Testing – define what kind of testing the team will implement such as white-box, manual testing, preparing test plan
 - Supporting plan – improve and add more details
 - Timeline – it will be great to add gantt chart to depicts the milestones.
 - Use IEEE for referencing
- Discussed the SRS and SDD draft
 - SRS draft plan will be prepared by Kina and John
 - SDD draft plan will be prepared by Sai and Kalpana
- Discussed about the test plan to prepare it as soon as possible
- Development team:
 - Had a discussion about the tools and other references

II. Action Items

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