Hire-Me Coder
MINUTES OF THE MEETING

Week No	11
Date	23/10/2019
Time	9:00 am – 10:00 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"
	1755057 Lantian Cai

I.   Meeting Objectives

1.   11th meeting with client
      Present the adjustment based on milestone 2
      -    User Interface improvement
      -    Documentation progress
      -    Members' responsibilities

      -    Final presentation allocation
      Demonstration
      -    Sending assessment to candidates
      -    Managing candidates' profiles
      -    Managing the tests in the administrator's page

2.   Client's feedback
      -    Ensure all functions work well before presentation
      -    Divide the team into two groups for presentation
      -    Ensure finalize all documentation based on feedback
      -    Finish all tests and debugging before presentation

3.   Team internal meeting
      -    Discuss allocation and detail of final presentation
      -    Discuss about the time of rehearsal before presentation

II.   Action Items

#	Description	Owner	Status
1	Final presentation slides Integration	Kina	Completed
2	Final presentation slide writing	Kina, John, Kalpana, Sai and Tim	Completed
3	Final presentation demonstration preparation	Khate, Arnold and Nick	Completed
4	System final debugging	Khate, Arnold and Nick	Completed
5	Final SDD	Sai	Completed
6	Final Software Process and Management Plan (SPMP)	Kina	Completed
7	Final SRS	John	Completed

Hire-Me Coder
MINUTES OF THE MEETING

Week No	12
Date	30/10/2019
Time	9:00 am – 10:00 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"
1755057	Lantian Cai

III.   Meeting Objectives

4.   12th meeting with client
       Final Presentation
       - Done by 5 Members (3 Documentation members, 2 Testing team)

       Demonstration
       - Done by Development Team

5.   Client's feedback
       - We should implement the function that administrator can review candidate's tests and give feedback.
       - We should display the exact time of the test deadline for candidates.

6.   Team internal meeting
       - Discuss detail of final presentation
       - Discuss about the time of rehearsal before presentation

IV.   Action Items

#	Description	Owner	Status
1	Final presentation	Kina, John, Kalpana, Sai and Tim	Completed
2	Final demonstration	Khate, Arnold and Nick	Completed
3	System final debugging	Khate, Arnold and Nick	Completed
4	Final Software Design Documentation (SDD)	Sai	Completed
5	Final Software Process and Management Plan (SPMP)	Kina	Completed
6	Final System Requirement Specification (SRS)	John	Completed