Hire-Me Coder
MINUTES OF THE MEETING

Week No	08
Date	18/09/2019
Time	9:00 am – 10:00 am
Location	Ingkarni Wardli
Prepared By	Junjie Zhao

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. 6th meeting with client
   Present the milestone 1 achievements
   - Project design
   - Project management
   - Members' responsibilities
   - Project progress
   - Future work
   Demonstration
   - Manage admin users
   - Manage questions
   - Manage tests
   - Send assessments

2. Client's feedback
   Meet all milestone 1 requirements from the client
   Modify the layout of send assessment page
   Add create times for create questions and create tests
   Integrate login page and admin page

3. Milestone 2 negotiation
   Receive the email (email links need to expire after the given time period)
   Update password
   Attempt the test and submit the test (i.e all the questions)
   Save the test and attempt it again later

4. Team internal meeting
   Discuss following works
   Decide the next meeting time

II.   Action Items

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