

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

PG05

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"

I. Meeting Objectives

- 11st meeting with client
Present the adjustment based on milestone 2
 - User Interface improvement
 - Documentation progress
 - Members' responsibilities
 - Final presentation allocationDemonstration
 - Sending assessment to candidates
 - Managing candidates' profiles
 - Managing the tests in the administrator's page
- 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
- 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