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

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| **Attendees** | Khate, Arnold, John, Kalpana, Kina, Nick, Sai |

1. **Meeting Objectives**
2. Access the github – **github.cs.adelaide.edu.au/login**
3. Met the client to discuss the project requirements:
   * There will be 2 actors (admin and candidates). The candidates can be an 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
4. Tools that can be used are java, phyton, php.
5. Discussed about the allocation of topic review

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| **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 |

1. Roles Delegation

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

1. The team discussed the functional requirements for both admin and candidates
2. Meetings:
   * 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:

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| **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 |

1. **Action Items**

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| **#** | **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 |

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| **Week No** |  |
| **Date** |  |
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| **Location** |  |
| **Prepared By** |  |

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| **Attendees** |  |

1. **Meeting Objectives**
2. **Action Items**

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| **#** | **Description** | **Owner** | **Status** |
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