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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** | Sharon Khate Damaso |

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| **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” | |  |  | |

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 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
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 |
| 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 |

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| **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” | |  |  | |

1. **Meeting Objectives**
   1. 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
   2. Revisited the roles
      * The team still decided to keep on the same roles delegated to each one of us
   3. Discussed the things we need to present during the client’s meeting
      * Initial use case diagram
      * Mock up UI’s
   4. 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?
   5. Discussed the person-in-charge (PIC) for Group Sprint Report
   6. Revisited the action items
2. **Action Items**

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| **#** | **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 |
| 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 |

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| **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” | |  |  | |

1. **Meeting Objectives**
   1. 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
   2. 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
   3. Discussed about the test plan to prepare it as soon as possible
   4. Development team:
      * Had a discussion about the tools and other references
2. **Action Items**

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| **#** | **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 |