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| **Week No** | 05 |
| **Date** | 28/08/2019 |
| **Time** | 9:00 am – 10:30 am |
| **Location** | Ingkarni Wardli |
| **Prepared By** | Pallavolu Sai Dheeraj Reddy |

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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. 3rd meeting with the client:

* Meeting with Will from Maptek
* Will has given the further requirements of the project
* Admin can select the questions to group of candidates
* Admin will set time a deadline of the assessment to the candidate. After the deadline, the link will be expired, and the candidate will no longer be able to access the link.
* The admin and candidates can reset the password. No Security Question needed
* System can automatically generate the link to login and password
* The candidate needs to upload the file with the correct extension file. For example, if it is Java code, the file extension should be \*.java.

1. Discussed the SDD and SRS draft

* SDD draft plan will be prepared by Sai and Kalpana
* SRS draft plan will be prepared by Kina and John

1. Discussed about the test plan to prepare it as soon as possible
2. Development team:

* Had discussion about the tools and other requirements about Will has discussed in client meeting
* Finalised the system flow

1. **Action Items**

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| **#** | **Description** | **Owner** | **Status** |
| 1 | Project Management Plan Review | Kalpana | Complete |
| 2 | Configuration Management Plan | John | Complete |
| 3 | Risk Management Plan | Kina | Complete |
| 4 | Software Requirement Specification | Arnold and Nick | In Progress |
| 5 | Software Design Documentation | Sai | Open |
| 6 | Code Review | Khate | Open |
| 7 | Testing | Tim | Open |
| 8 | Software Process and Management Plan (SPMP) draft | Kina, Sai, John | Complete |
| 9 | Create SRS draft plan | John, Kina | Complete |
| 10 | Create SDD draft plan | Sai, Kalpana | Complete |
| 11 | Study and Research NodeJS, Html, Jquery | Nick, Arnold, Khate | Complete |
| 12 | Start creating test plan | Kalpana, Tim | In Progress |
| 13 | Create system development structure and push it in git | Khate | Complete |
| 14 | Final Software Process and Management Plan (SPMP) | Kina, Sai, John | In Progress |

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| **Week No** | 06 |
| **Date** | 04/09/2019 |
| **Time** | 9:15 am – 10:45 am |
| **Location** | Ingkarni Wardli |
| **Prepared By** | Lantian Cai |

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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” | | 1755057 | Lantian Cai “Tim” | |  |  | |

1. Meeting Objectives
   1. 4th meeting with the client:
      * The group reported the progress of last sprint
      * Comments about the SDD draft plan:
        + In decomposition module, component diagram should be added to depicts the components relationship.
      * Comments about Functionality:
        + Once the admin registered another admin, the newly added admin should be able to receive an email confirmation about registration and password
        + For Assessment Creation:
          1. The candidate will submit their answers depends on the question. For example, if the question is about coding, the candidate needs to submit a file; if the question doesn’t require coding, the candidate will answer it on the given textbox;
          2. The test questionnaire will be separated into two tabs: Coding and Non-Coding questions
      * Discussed about the First Milestone
        + The team needs to present four functionalities (this is priority)
          1. Add Admin User – CRUD of admin user; The system should not implement delete functionality, instead set it as deactivated account
          2. Add Questions – The admin should be able to add questions;
          3. Create a test questionnaire – The admin should be able to create a test questionnaire and select a question(s);
          4. Send the test/assessment to candidates – Can present the interface only; email notification is not required as of the moment.
          5. Additional functionalities will be marked as bonus points
      * Asangi will send any related to information/documents to Khate, and Khate will share it with the team.
   2. Team Discussion:
      * Kina and Junjie will create the presentation slides for M1
      * Junjie and Sai will do the M1 presentation
      * Tasks delegation (Please see below action items)
   3. Development Discussion:
      * The developers team discussed the UI of the M1 functionalities
2. Action Items

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| **#** | **Description** | **Owner** | **Status** |
| 1 | Software Requirement Specification | Arnold and Nick | In Progress |
| 2 | Software Design Documentation | Sai | Open |
| 3 | Code Review | Khate | Open |
| 4 | Testing | Tim | Open |
| 5 | Create system development structure and push it in git | Khate | Complete |
| 6 | Final Software Process and Management Plan (SPMP) | Kina, Sai, John | In Progress |
| 7 | Create test cases for Milestone 1 | Kalpana and Tim | Open |
| 8 | Dev – Add Admin User | Khate | Complete |
| 9 | Dev – Add Questions | Khate | Open |
| 10 | Dev – Create a test questionnaire | Nick | Open |
| 11 | Dev – Send the test to candidates | Arnold | Open |
| 12 | Create Presentation Slides for Milestone 1 | Kina and John | Open |
| 13 | Final Software Design Documentation Plan | Sai | Open |