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

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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. 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

1. 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

1. 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

1. Team internal meeting

Discuss following works

Decide the next meeting time

1. **Action Items**

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| **#** | **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 |