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| **Week No** | 11 |
| **Date** | 23/10/2019 |
| **Time** | 9:00 am – 10:00 am |
| **Location** | Ingkarni Wardli |
| **Prepared By** | Xuankai Feng |

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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. 11st meeting with client

Present the adjustment based on milestone 2

* User Interface improvement
* Documentation progress
* Members’ responsibilities
* Final presentation allocation

Demonstration

* Sending assessment to candidates
* Managing candidates’ profiles
* Managing the tests in the administrator’s page

1. 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

1. Team internal meeting

* Discuss allocation and detail of final presentation
* Discuss about the time of rehearsal before presentation

1. **Action Items**

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| **#** | **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 |