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| **Week No** | 07 |
| **Date** | 11/09/2019 |
| **Time** | 9:00 am – 10:40 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. 5th meeting with the client:

* Present the development progress on our system:

1. Finished developing login page
2. Finished initial development of test page
3. Finished initial development of admin page
4. Finished design of assessment sending page

* Feedback for the development from the client:

1. “Reset password” button is no need to appear all the time in admin page
2. Test questions should be involved in the system but not appear as a single PDF file
3. Admin who created specific questions should be displayed on the page
4. When sending assessment to candidates, admin should be able to text messages and indicate deadline in the system
5. For the candidate, he should be able to select the programming language in his UI
6. On the test pages, there should be view/edit/delete buttons for quick actions
7. The test creating page needed to be optimized, tests should be listed into one column with details

* Discuss the coming presentation of milestone1:

1. A demonstration of the system is mandatory

2. A slide will be helpful to explain details of project management

1. Team internal meeting

* Milestone 1 will be prepared and presented by Sai and John, Sai will take the slide and John will take the demonstration
* Milestone 1 slide will be optimized by Kina
* Discuss about the progress of system development
* Seize current bugs and communicate with testers
* Test team share current progress of testing cases design
* Rehearsal of milestone 1 presentation will be conducted on next Monday

1. **Action Items**

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| **#** | **Description** | **Owner** | **Status** |
| 1 | Milestone 1 slide | Kina & John | In progress |
| 2 | Milestone 1 demonstration | John | In progress |
| 3 | Milestone 1 presentation preparation | John & Sai | In progress |
| 4 | System continued development | Khate, Arnold and Nick | In Progress |
| 5 | Testing cases design | Kalpana & Time | In progress |
| 6 | Final Software Process and Management Plan (SPMP) | Kina | In Progress |

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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 |