Minutes of Meeting

PRI Project Status Meeting – 01 October 2017

Location	Sergic Residence/ Conference Call
Time	14h30 – 15h30
Attendees	Asheeth Manu, Matthews Jose, Prateek Khajuria and Mike Fatso (remote)

Agenda

To align on tasks, responsibilities and dates for the project.

Points Discussed

1. Matthews presented the feasibility work done on Cordova.
2. It was agreed that this project must be taken seriously, with tentative timeline of December for project completion (alpha and beta tested).
3. The project to be submitted to Benoit for UAT before EPITA closes for Christmas in order to have comments and to be able to work on them in January before the final Jury.

Decisions Taken

1. Cordova to be the platform to be used for the project.
2. Team to download Cordova to enable everyone to test/contribute to the project.
3. Asheeth & Prateek to own the UI and functional flows. Process wise flows to be defined. Deadline for all flows is two weeks.
4. Matthew and Mike to take care of the technical setups, integration, server and security.
5. Prateek to own the CSS component
6. Asheeth to update Requirement document with process flows.
7. To meet every Saturday, post-lunch for status & review. Any exception to be well informed in advance.
8. All team members MUST attend all the meetings. In genuine cases, the meeting may be preponed/ postponed accommodating situations.
9. All changes in the code to be done in individual branches and to be uploaded to the main branch only once it has been tested and approved.

Action Points

Sno	Action Item	Owner	Date
1	Design process flows and define functional requirements	Asheeth/ Prateek	15/10/2017
2	Define technical specifications and design	Matthew/ Mike	22/10/2017
3	Create git hub repository for code and documents	Matthew	01/10/2017