# ACME Entertainment Pty Ltd

## Meeting Minutes

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| Present: | Jayden Lee, Daniel Hee, Tze Hon |
| Date | Time: | 12 November 2019, 2:00 PM |

1. Purpose of this meeting

This is a meeting between the team members. The purpose of this meeting it to identify the requirement of the site.

1. Requirement#1 – Update Source Control

* Contain all documentation from Sprint One and update all documentation for Sprint Two at GitHub
* Have version control – this will records changes to a file

1. Requirement#2 – Have a Updated Project Management Plan

* List out all the Task for Sprint Two
* Have version control – this will allow the client to keep track on the progress
* Provide a time frame for each task
* List out which team member is responsible on which task

1. Requirement#3 – Have a Updated Software Development Testing Plan

* List out all possible testing agenda
* Ensure all testing agenda met the requirement

1. Requirement#4 – Documentation should be formatted properly

* Ensure all documentation have the same fonts, heading, font size.
* Ensure all documentation have table of contents, reference, and glossary of term (if needed).

1. Requirement#5 – Have a Software Review Plan

* Software quality
* Software functionality
* Software features

1. Requirement#7 - Have a Performance Report

* Research and determine the most appropriate code optimizers
* Research and determine the most appropriate performance tools

1. Requirement#8 – Membership Portal

* Able to subscribe and unsubscribe
* Receive Newsletter

1. Requirement#8 – Administrative Functions

* Admin Login
* Delete user if they want to unsubscribe