# ACME Entertainment Pty Ltd

## Meeting Minutes

|  |  |
| --- | --- |
| Present: | Jayden Lee, Daniel Hee, Tze Hon, Stewart Godwin (Client) |
| Date | Time: | 19 November 2019, 2:00 PM |

1. Purpose of this meeting

This meeting is between the team members and the client. The purpose of it is to identify the client needs and requirement.

1. Requirement#1 – Update Source Control

* Contain all documentation from Sprint One and Sprint Two and update all documentation for Sprint Three 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 Three
* 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 an Optimization Plan

* Implement Code Optimizers
* Implement Performance Optimizers
* Implement both on all appropriate code and document this process

1. Requirement#6 – Functions for Administrators

* Create user and group at XAMPP
* Admin log on with a secured password

1. Requirement#8 – Movie Database

* Create a query to display top 10 most popular movies (Top 10 Liked or Top 10 Dislike)
* Create an analytic web page (By utilizing the historic top 10 data stream)