# ACME Entertainment Pty Ltd

## Meeting Minutes

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| Present: | Jayden Lee, Daniel Hee, Tze Hon, Stewart Godwin (Client) |
| Date | Time: | 5 November 2019, 09:00 AM |

1. Purpose of this meeting

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

1. Requirement#1 – Have a Source Control

* Identify which source control program to use
* Upload all documentation or report for Sprint One
* Have version control – this will records changes to a file

1. Requirement#2 – Have a Project Management Plan

* List out all the Task for Sprint One
* 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 Software Development Testing Plan

* List out all possible testing agenda
* Ensure all testing agenda met the requirement
* Ensure this plan will includes the Quality Assurance standards of CITE

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 Multi-Platform Report (Adaptive v Responsive)

* Explain Adaptive and Responsive Design
* Comparison between both design
* Recommendation whether to choose Adaptive or Responsive design for the site