

SOFTWARE PROJECT MANAGEMENT

MINUTES OF MEETING : 06

TEAM NO. : 02

Meeting Date: 08 March 2016

Meeting Time: 10:00 PM

Meeting Location: Hostel, Mess Area

Recorded By: Vinayak Tiwari

Attendance:

Mounica	Gaurav	Prashant	Yash Soni	Govind	Vinayak
A	P	P	A	P	P

AGENDA:

To discuss and divide responsibilities of preparing project handover report.

DISCUSSION:

The meeting started with discussion about the whole outline of the report and what are the things that need to be specified in each sub heading of the document. The discussion led to the following outline:

1. Scope of the project
 - (a) Within scope? Reasons/ Comments
 - (b) Out of scope? Reasons.
2. Requirements
 - (a) Missed requirement: any functionality that needs to be added.
 - (b) Unnecessary requirement: any functionality that needs to be dumped.
3. Documentation available: Whether the document available/ handed over by other team are adequate/ inadequate/ and missing
 - (a) Adequate: Document that offer adequate information
 - (b) Inadequate: Document that offer inadequate information.
 - (c) Missing: what are the documents that are missing?
4. Overall status of the project
 - (a) Lagging
 - (b) On track
 - (c) Ahead of schedule
5. Concerns: Conflicts, issues, problems etc.

Following were the task assigned to the members-

Scope of the project: Govind

Requirement: Gaurav

Documentation: Vinayak/ Mounica

Schedule/Status: Prashant

Concerns: Yash

Next Meeting: 11th March 2016, 4pm, College: Room 9005