

SOFTWARE PROJECT MANAGEMENT

MINUTES OF MEETING : 05

TEAM NO. : 02

Meeting Date: 7th March, 2016

Meeting Time: 8:30 PM

Meeting Location: Near Hostel Mess

Recorded By: Yash Soni

Attendance:

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

AGENDA :

The main agenda for the meeting was to identify personnel for accomplishing the task of completing three assignments and those were:

1. Identify resources that are being utilized and the amount of utilization throughout the 8 hours stay in the institute.
2. List down activities to be monitored during software project management, why and how?
3. To create a report on a difference and problems we face

DISCUSSION :

During the meeting, for the first assignment, we identified all the resources that are being utilized throughout the day during 8 hours and its utilization in percentage. These resources were then being assigned to Vinayak to create a softcopy of it and then being reviewed by other team members.

For the second assignment, things to be monitored during the project, we identified the phases and activities to be monitored during the project and then assigned the responsibility of creating a softcopy to Govind and later which is to be reviewed by other team members.

For the third assignment, creating project report, it was decided to be discussed in the next meeting and everybody was given the responsibility to meet the other team and have a clear vision about the project being swapped and additionally each team member has to read the documents of the swapped project and come prepared with changes and the doubts.

Next Meeting : 8th March, 2016