*Automated Grading and feedback tool for java*

Meeting Minutes

Meeting Date: 07/17/2017

Meeting Location: Library

Approval: 07/17/2017

Recorded By: Venkatesh Katragadda

1. **Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Organization** | **Present** |
| Siva Reddy Mekapothula | Primary contact, | NWMSU | Y |
| Sunil Kumar Sangaraju | Quality and testing management | NWMSU | Y |
| Vamshi Krishna Girikala | Requirements management | NWMSU | Y |
| Venkatesh Katragaddda | Issues management | NWMSU | Y |
| Madanamohan Reddy Govindu | Data management | NWMSU | Y |
| Harish Babu Achanta | Client management | NWMSU | Y |
| Prasanthi Rani Bhogaraju | Communications and documentation management | NWMSU | Y |

# Meeting Location

Building: B.D. Owens Library

Conference Room

Conference Line: N/A

Web Address: N/A

# Meeting Start

Meeting Schedule Start: 6:00 pm

Meeting Actual Start: 6:00 pm

Meeting Scribe: Fourth Meeting

**Chair of the Meeting**: Siva Reddy (Primary Contact)

# 4 Agenda

* **Functional specs to contain the code structure**
* To discuss and document the functional specifications to contain the code structure for each module like login validation, output file comparison etc.
* **Necessity for a detailed requirement document**
* **Updates to the software architecture**
* To discuss the changes to the software architecture.
* **Research on implementation tools**
* Discuss about the need to start researching on the software tools required to implement the project.
* **To Employ Slack for Collaborative working**
  + Discuss and re-emphasize the use of online slack application to share the documents with the team and work in groups.
* **Reviewing the Gantt charts**
  + The Gantt charts need to be more specific as per the project management plan.
* **Client Deliverables**
  + To discuss and document all the client deliverables that serve as an evidence and clear cut idea of what we are developing for the client.
* **Updates to test plan**
  + The test plan needs to be updated with more detailed test cases for every item that’s being tested.

**Team conversation:**

**Prasanthi:**

Prasanthi discussed about the modified use cases of the application and its improvements made. The student use cases are updated based on client suggestions like student must be able to check their program with basic test cases before they submit. **(6:00pm - 6:10pm)**

**Madan:**

Madan has taken the responsibility on software architecture design and discussed about the suggestion made by the instructor on the designed architecture. Updated the architecture showing the process to be parallel. He discussed on including use case realizations, subsystems and the classes that describe the logical behavior of the system. **(6:10pm - 6:25pm)**

**Vamshi:**

Vamshi has spoken about the updated Gantt chart and made sure with the team weather every member in the team are familiar with the schedule and he concluded that we are lagging in few of the client deliverables like requirement document(partially completed),software architecture is missing the details of TSO model.**(6:26pm - 61:35pm).**

**Harish Babu Achanta:**

Harish discussed about the updated and modified requirements that are documented and also discussed about emphasized on the requirements needs to be more detailed and especially the login credential validation should be done more in detailed like what should the password contained and what is the password length and it should be alphanumeric etc. (**6:35pm – 6:45pm).**

**Siva Reddy:**

Siva reddy discussed about the documented data management plan and had a small discussion on which type of data base to be selected like NoSql database or flat file and also discussed about the issue tracking documentation of the application. **(6:46pm - 6:55pm).**

**Sunil:**

Sunil discussed more about the test suits document and discussed about the suggestions made buy the instructor on documenting the test suits and test plans document and also discussed about decided to use some existing test cases and also planning to use some new test cases so as to meet the new requirements of the client. (**6:55pm – 7:05pm**)

**Venkatesh Katragadda**

Venkatesh spoke more about the documented minute of meeting and performance of the team and also about the necessity to research on the software tools and framework required for the project implementation. He emphasized on effort distribution as the team is working 5.50hrs/day that equals 27.5hrs/week and he advised the team needs to increase on the working hours to get an effort of at least 37hrs/week.(**7:05pm - 7:15pm)**.

**Meeting End**

# Meeting Schedule End: 7:00pm

Meeting Actual End: 7:15pm

# Post Meeting Action Items

|  |  |  |
| --- | --- | --- |
| **Action** | **Assigned To** | **Deadline** |
| Update and document the data management plan for the project | Siva Reddy | 07/18/17 |
| Update and document the requirements document for the project | Harish Babu Achanta | 07/18/17 |
| Update and document use cases document and functional specification document for the project | Prasanthi Rani Bhogaraju | 07/18/17 |
| Develop more specific Gantt charts and modify the time required to accomplish the tasks. | Vamshi Krishna Girikala | 07/18/17 |
| Update and document both Software and Hardware Architecture and document the system architecture as a whole. | Madanamohan Reddy Govindu | 07/18/17 |
| Update and document the test plan document according to client requirement changes and write detailed test cases for the associated requirements. | Sunil Kumar Sangaraju | 07/18/17 |
| Update and re-document the project management plan and also the Effort estimation | Venkatesh Katragadda | 07/18/17 |

# Decisions Made and why?

* Prasanthi promised to document and deliver the use cases document and functional specification document by Tuesday 07/18/17.
* Vamshi had a plan to update the Gantt chart and Work breakdown structure by increasing the working hours for each tasks for better quality and output by Tuesday 07/18/17.
* Siva Reddy had evaluated various data management options and agreed upon using a flat file for managing/storing the data.
* Harish took the responsibility of delivering the updated requirement document with more meaningful and detailed requirements by Tuesday 07/18/17.
* Sunil took the responsibility of delivering the updated Test plan and Test suits document of the application
* Madan expects to deliver a fully developed software architecture document by Tuesday 07/18/17.
* Venkatesh took the responsibility of updating the project management plan document and delivering it on Tuesday 07/18/17.