**Cloud Based Real-time Analytical Monitoring of Photovoltaic Systems**

Quality Audit Meeting Minutes

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| --- | --- |
| Meeting Date: | 21/01/2019 |
| Meeting Location: | Meeting room S3-2(i.e. City Hall) on the 3rd floor at ISS. |
| Team:  Recorded By: | SE-25 / PT-07  Balasubramanian Narasimhan |

# 1 ATTENDANCE

Chandrasekaran Paramasivam (Lecturer)

Balasubramanian Narasimhan

Kaung Myat Bo

Gao Zhiyu (Absent)

Nay Lin Aung (Absent)

# 2 MEETING START

Meeting Schedule Start: 6:30 PM

Meeting Actual Start: 6:40 PM

# 3 AGENDA

* Team members
  + Roles and responsibilities
  + Specific contribution areas including the corresponding artefacts
* Status of the Project was reviewed
  + Project is on schedule
  + System testing completed
  + UAT is to be completed
  + Sign-off expected by 25-Jan-2019
* The following artefacts have been reviewed
  + System Test sheet
  + Defects log
  + Requirement Traceability Matrix
  + Risk Register
  + Monthly Progress Report (Dec-2018)
* Code Reviews to be formally recorded
* User Guide to be completed at the earliest, at least before demo
* Following document to updated to bring it to closure
  + Risk Register
  + RTM (Requirement Traceability Matrix)

# 4 Action Items

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Action Item | Date | Status | Date |
| 1 | Audit action Items to be recorded as part of the Minutes. They must be tracked and closure details to be recorded | 21/01/2019 | Closed | Bala  24/01/2019 |
| 2 | Risk Register to be updated | 21/01/2019 | Closed | Bala  24/01/2019 |
| 3 | Requirement Traceability Matrix to be updated | 21/01/2019 | Closed | Bala  28/01/2019 |
| 4 | Formal code reviews to be recorded & documented | 21/01/2019 | Closed | Bala  28/01/2019 |
| 5 | User Guide to be prepared and completed | 21/01/2019 | Closed | Bala  03/02/2019 |

# 5 MEETING END

Meeting Schedule End: 7:30 PM

Meeting Actual End: 7:10 PM