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

Quality Audit Meeting Minutes

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| --- | --- |
| Meeting Date: | 20/08/2018 |
| 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

Balasubramanian Narasimhan

Gao Zhiyu

Kaung Myat Bo

Nay Lin Aung

# 2 MEETING START

Meeting Schedule Start: 8:30 PM

Meeting Actual Start: 8:30 PM

# 3 AGENDA

* Team members
  + Roles and responsibilities
  + Specific contribution areas including the corresponding artefacts
* Status the Project
  + Project is behind schedule
  + Internal testing is to be completed
  + Two of our team members have exit the project (Leave of Absence), Agnes and Treza
    1. Revised design caters for reduction in number of use cases
    2. De-scoping is to be discussed with relevant stake holders
* Requirement Traceability Matrix
  + 1. Excel mapping for URS to UCMS
* Monthly progress report
  + 1. To add to Git repository.
    2. Comparative study report : to track Plan vs. Actual of efforts
* Code Review
  + 1. No need code review so far
    2. Code review can be in code repository or issue tracker

# 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 | 20/08/2018 | Closed | Bala  24/08/2018 |
| 2 | Resource Skill Matrix to be revised/updated | 20/08/2018 | Open |  |
| 3 | Risk to be reviewed with the entire team in regular team meetings (not just between the KM and Bala) | 20/08/2018 | Open |  |
| 4 | The details of planned vs actuals are to be periodically updated | 20/08/2018 | Open |  |
| 5 | As part of test strategy and execution, negative test cases are to be included as well | 20/08/2018 | Open |  |
| 6 | Peer Review of the code (i.e. code reviews) to be conducted periodically and refactored at regular intervals | 20/08/2018 | Open |  |
|  |  |  |  |  |

# 5 MEETING END

Meeting Schedule End: 9:30 PM

Meeting Actual End: 9:05 PM