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

Quality Audit Meeting Minutes

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| Meeting Date: | 25/04/2018 |
| Meeting Location: | Meeting room S3-2(i.e. City Hall) on the 3rd floor at ISS. |
| Recorded By: | Treza Bawm Win |

# 1 ATTENDANCE

Gao Zhiyu

Kaung Myat Bo

Narasimhan Balasubramanian

Nay Lin Aung

Treza Bawm Win

# 2 MEETING START

Meeting Schedule Start: 6:30 PM

Meeting Actual Start: 6:30 PM

# 3 AGENDA

* Introduction to the team members
* Introduction to the project and status
* Project Plan
  + Versioning of the document
    1. Version should be started with draft.
    2. To be updated as version 1.0 after first review.
  + Estimation model
    1. To use use-case basis calculation.
    2. Estimation points need to be updated again.

Note => If effort and scope are not reasonable, to be discuss with Boon Kui and if needed to be re-scope the project.

* Resource skill matrix
  + 1. The skill set documents is required to be filled up by all members.
    2. To add one more cell to indicate whether the skill is required to fill by the member.
    3. To define acceptable score for each skill set.
* Risk Management
  + 1. To correct the risk statement.

- In given condition, what kind of risks can be occurred?

- When risk occurred, what are the impact on the project?

* + 1. Risk should be linked to primary objectives:
       - Time
       - Resource
       - Quality level
       - Scope or requirement
    2. Re-order the columns of risk table
    3. Re-arrange each row in descending order of likelihood of risk.
    4. Rename mitigation column name to Mitigation Plan. Mitigation comes with the additional cost, resources, and etc.
    5. Triggering of each mitigation plan will come to apply contingency plan. Add one more column for Contingency Plan.
    6. One additional column to indicate the Status (active/inactive).
* User Requirement Specification
  + All good.
* UCMS
  + 1. Add global use case diagram
* High Level Design
  + 1. Label unstructured data in the overview diagram
* QA Plan
  + 1. To correct global spelling mistakes and formatting.
    2. Org chart should be in Project plan and reference by the QA plan.
    3. Merge repeated info column in the table.
* Monthly progress report
  + 1. To add to Git repository.
    2. Comparative study report : to track Plan vs. Actual of efforts
* Requirement Matrix
  + 1. Excel mapping URS to UCMS
* Code Review
  + 1. No need code review so far.
    2. Code review can be in code repository or issue tracker.

# 4 MEETING END

Meeting Schedule End: 7:30 PM

Meeting Actual End: 7:30 PM