Meeting Minute

Attendees

Sungho Seo, Dongho Son, Jaesung Lee, Chanyoung Park, Gwanggyu Choi

Scribe

Jaesung Lee

Agenda

Old Business

- Define team name
- Requirement derives from the meeting.
- Listening to customer's requirements
- Is it possible?
- Writting development reports

New Business

- PM checks teammates' works
- everyone must present each individual work
- separate development work
- PM charges new works

Old Business

- **Define team name** Our's team name is MIT(Make It Trust).

- **Requirement derives from the meeting**. Proceed to role-play, cafe manager is Dong-ho Son, investor is Chanyoung Park, PM is Sung-ho Seo and developer is Gwanggyu Choia. Dong-ho and Chanyoung are require cafe management system.

- **Listening to customer's requiremen ts** Dong-ho Son and Chan-young Park are require various functions. Sung-ho Seo and Gwang-gyu Choia are also propose functions.

- **Is it possible?** Most of requirements are possible. but, some of requirements are impossible. Firstly, Fingerprint is not possible due to security. Secondly, It is difficult to fintech development during development Period.

- **Writting development reports** Project Overview - Jae-sung Lee, Project work plan - Chan-young Park(User), Sung-ho Seo(Manager), Program model - Dong-ho Son, Process management Plan - Gwang-gyu Choia

New Business

- **PM checks teammates' works** PM(Sung-ho Seo) checks team members' works. members who does not finish work have to work late.

- **everyone must present each individual work** Each is presented that has data ready. the data is evaluated PM(Sung-ho Seo) and The PM talk about datas to team members

- **separate development work** management program team's manager is Jae-sung Lee, management program team's developer is Dong-ho Son, android program team's manager is Sung-ho Seo, android program team's developer is Gwang-gyu Choia

- **PM charges new works;** write WORK BREAKDOWN STRUCTURE by Dong-ho Son, write HUMAN RESOURCE ALLOCATION PLAN by Gwang-gyu Choia, write EXPECTED PRODUCT OF WORKS by Jae-sung Lee, write PRODUCT CHECK PLAN and RISK MANAGEMENT PLAN by Sung-ho Seo

Next Meeting

- Mon, 30th March 2015

Next Meeting Agenda Items

- Adjusting the Gantt chart period

- Document Merge

- Select XP or scrum