YOUR PAL IN GIT

MEETING 2	
Date	16th August 2018
Time	11.30 a.m. to 1.35 p.m.
Place	School Main hall
Topic	**Definition of Scope**

MINUTES

ATTENDEES

- ❖ Ms. Ellen Watson – Client
- ❖ Mr. Steve Jhonson – Head of Advance Level Section
- ❖ Mr. Sadeesha Jayaweera – Project Manager
- ❖ Mr. Michel Faraday – Peer Reviewer
- ❖ Mr. Bryan Ferdinendz – Team Member
- ❖ Mr. Jhonothon Misso – Team Member

ABSENTEES

- ❖ None

ITEMS

1. **Signing In**

   Before Commencing the Meeting everyone, signed.

2. **Minutes of the Last Meeting**

   Mr. Sadeesha Jayaweera started off by reading out the minutes of meeting of 14th August 2018.

3. Presentation of the Definition of the Scope

Mr. Sadeesha jayaweera started the presentation by providing a brief introduction regarding the definition of scope and clarified to all the members participated. The responsibilities of each stakeholder was also explained by him.

Quickly the responsibilities were as per the following:

- ❖ Mr. Steve Jhonson - He will contribute this project as a guider and an instructor.
- ❖ Mr. Michel Faraday – He will give hepful analysis all through the development of the multimedia product.
- ❖ Mr. Bryan Ferdinendz and Jhonothon Misso - On behalf of the project manager, Mr sadeesha jayaweera, they will execute the tasks given to then as the team members.

4. General Discussion

A general discussion session was held. All the points of views of us was discussed during this session. Next Mr. Sadeesha Jayaweera was complimented by Mr. Steve Jhonson saying that he has chosen the correct path to handle this project and he believes that it will be a success. He also pointed out that appropriate measures were being taken to limit the threats and potential risks.

After that a few designs were presented to the audience and quickly explained by Mr Bryan Ferdinends. He paid the attention of the paricipants about some important facts that should be taken into consideration while designing the product. Some of them are interactiveness and attractiveness. At the end Mr. Michel Faraday said that he was trully satisfied with the progress of the project and he was willing to help at any time providing his constructive criticism.

5. Interval

Refreshments were provided at the given interval.

6. Presentation of Project Plan

The project roadmap was presented as Gantt charts by Mr. Sadeesha Jayaweera. The time needed for each tasks and the progression of the tasks were clearly shown. The estimated dates were also set and estimated duration of each task and the entire project was shown.

7. Question and Answer Session

Some team members who had some doubts got them cleared during this session. Mr. Steve Jhonson had some doubts regarding the setting of dates for the tasks and he inquired Mr. Sadeesha Jayaweera the way he fixed these days and the advantages that he has expected during the allocation of the dates.

Worling days, public days, the time neeeded to spend on each task roughly had been taken into account by Mr. Sadeesha Jayaweera and also he has left a break among tasks to discuss any adjustments or faults so that if there is a major issue that arises they have enough time to fix it as they plan to handover the product by 21st October in completion. Nothing that in the first 2 weeks of december 2018 that the event will be held. Mr. Steve Jhonson was fully satisfied with the confidence he had for all the things he had said. She also had a backup plan which is the most important point of the plan.

8. Client's Notions

Ms. Ellen Watson's ideas were discussed with the team members. She was very glad to be working with such an enthusiastic team and to see the team work. She Congratulations to all and wish them good luck and believed that this project would be very successful. The date of the next meeting was scheduled to be held on the 27th August 2018

9. Adjournment

The meeting adjourned at 1.37 p.m.