MEETING 8	
Date	30th October 2018
Time	11.30 a.m. to 1.30 p.m.
Place	School Main hall
Topic	**Handover & End of Project Review**

MINUTES

ATTENDEES

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

ABSENTEES

- ❖ Mr. Bryan Ferdinendz

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 18th September 2018.

3. Presentation of Final Product and User Guide

A set of DVD's containing the completed final multimedia product along with it's user guide were bough by Mr. Sadeesha Jayaweera. Each DVD had a size of 4GB and it is very fair amount. The supplier Mr. Jhonny Anderson supplied 400 DVD's. All the members were supplied with DVD's enabling them to use it and gain experience final produt. Other than that, Mr. Sadeesha Jayaweera had a DVD for himself. These DVD's were connected to everyone's Desktop pc's or Laptop pc's and used the user guide and multimedia product.

After that Mr. Sadeesha Jayaweera presented the final product on the multimedia projector screen. All the informations and functions of the ebook had gone through by Mr. Bryan Ferdinendz and Mr. Jhonethon Misso.

4. Discussion on Overall Project Progress

Mr. Michel Faraday started by leaving his feedback on the overall project. He pointed out that there was a clear overall progress amongst final product and each prototype.
He commended Mr. Sadeesha Jayaweera and his team for the splendid job they had done. Other than that they had figured out how to finalize the project at the correct time as planned earlier because of their camaraderie was very high.
After that the Gantt charts were shown to everybody and clarified time taken for each task by Mr. Sadeesha Jayaweera.

5. Discussion of Objectives & Key Success Criteria

The main goal of the project was discussed at the beginning by Mr. Sadeesha Jayaweera and Ms. Ellen Watson. Development Criteria and what the Multimedia Product (your pal in Git) should Provide;

The development criteria

- ❖ The Product is aimed for every G.C.E Advanced Level student in all streams.
- ❖ The students are encouraged aiming to use ICT knowledge in their daily work by enabling students to best fit into the challenging society.
- ❖ It should be a multimedia product that keeps running in Flash Player.
- ❖ Throughout the project consistency should be maintained.
- ❖ There should have a user-friendly and interactive navigation system in the product.
- ❖ Easy to learn contents and attractive animations should be included in the product.

The product should provide

❖ Multiple Choice Questions and Short Notes on below topics

1. Classification of computers
2. Basic Components of a computer system

❖ Attractive and Interactive videos

❖ Answers of the given questions

❖ School Logo

❖ Help/Guide

6. **Discussion on Costs**

Therby Mr. Jhonethon Misso & Mr. Bryan Ferdinendz summarize the expens and budget for the project. The expenses and budgets were shiwn below:

Type of Expense	Incorporates	Assessed Figures (Sri Lankan Rupees/RS)	Real Figures (Sri Lankan Rupees/Rs)
Analyzing	Fee of Analysing	RS.8100	RS.7900
Designing	Fee of Designing	RS.84,000	RS.82,500
Development	Fee of Development	RS.52,000	RS.51,800
Electricity	Fee of Electricity	RS.12,500	RS.11,800
Reproducing	Cost of 400 blank DVD disk drives	RS.384,000	RS.382,200
Transportation	Total Cost of Transportation	RS.16,800	RS.16,000
ESTIMATED COST/ ACTUAL COST		**RS.554,900**	**RS.552,200**

The above table prove that Mr. Sadeesha Jayaweera and his team did a well organized work by overlooking all the sections of the entire project. Therby, they were able to remained within the estimated cost for the project.

7. Conclusion by Stakeholders

Everyone was congratulated by Mr. Steve Jhonson on the acheivement of the project. HE thanked both Ms. Ellen Watson & Mr. Sadeesha Jayaweera for adding him in their multimedia project. He also said that this team done a tremendous job with a team spirit. He appreciated the role of the Mr. Sadeesha Jayaweera as the project manager. Mr. Michel Faraday was very proud to be a part of this multimedia production and help and guided us throughout the entire project. Mr. Sadeesha Jayaweera was thanked by both Mr. Bryan Ferdinendz and Jhonethon Misso for selecting them for the team and made them aware of teaching and how to work as a team and manage and handle the work on time.
Mr. Sadeesha Jayaweera thanked everyone of the team for their profuse support to make the project a success. He said that he was also very happy to be a part of this and conducts gatherings in a formal manner. He said that is an ideal experience of an industrial project management.

8. Client's Address

Ms. Ellen Watson said everything went on smoothly and perfectly. Not only that, all the necessary things such as all the amounts of copies, multimedia product were received well in advance before the date of the Seminars. Once again he thanked everyone and he was very happy that the multimedia project was very successful. Later on they went a lunch which is conducting at a five-star hotel.

9. Adjournment

The meeting adjourned at 1.30 p.m.