

YOUR PAL IN GIT

MEETING 1	
Date	14 th August 2018
Time	9.00 a.m. to 12.30 p.m.
Place	School Main hall
Topic	Project Proposal

MINUTES

ATTENDEES

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

ABSENTEES

- ❖ Mr. Michel Faraday – Peer Reviewer

ITEMS

1. Signing In

Before Commencing the Meeting everyone signed and Mr. Michel Faraday's absence was announced.

2. Introduction

By Giving a brief account of the Project Proposal Mr. Sadeesha Jayaweera began the presentation and the Purpose of the Project was explained to all the numbers present.

3. Current Situation and Objectives

The rest of the purpose of the project and its importance was spoken in details by Ms. Ellen Watson. She clearly explained the main purpose as to encourage the students to General Information Technology and to increase the number of distinction passes of the students. She further said that Mr. Sadeesha Jayaweera has tried his best to tackle the project and strongly believe that it will be a Success.

The criteria discussed for the development is as follows:

- ❖ 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.

It was also discussed that the product should provide the following:

- ❖ Multiple Choice Questions and Short Notes on Classification of Computers, Basic Components of a Computer System.
- ❖ Attractive and Interactive Videos
- ❖ Answers of the given questions
- ❖ The School Logo and school Colours
- ❖ Help/Guide

4. Questions and Answers Session

A few team stakeholders who had questions were cleared out during this session.

5. Cost that are required throughout the project was briefed by Mr. Sadeesha Jayaweera. He, very clearly broke down the costs and explained, so that everyone could get a good understanding of the costs

Type of Expense	Incorporates	Assessed Figures (SRI LANKAN RUPEES/RS)
Analyzing	Fee of Analyzing	RS.8,100
Designing	Fee of Designing	RS.84,000
Development	Fee of Development	RS.52,000
Electricity	Electricity Fee	RS.10,000
Reproducing	Cost of 400 Blank DVD disk drives	RS.384,000
Transportation	Total Cost of Transportation	RS.16,800
ESTIMATED COST		RS.554,900

He at the point portrayed the advantages of beginning such a project to all the stakeholders. They would get a higher number of distinction passes which will promote the school's educational standards along enabling student's to use ICT knowledge in their daily work to make their life style more convenient.

6. Interval

Lunch were provided at the given interval.

7. Further Discussion of the Project Proposal

Mr. Sadeesha then started clarifying the rest of the aspects that should be disregarded amid this project, for example target audience, deliverables, potential risks, project timeline, stakeholders, project resources and different methods of tackling the project.

The deliverables were:

- ❖ 400copies of multimedia product will be distributed alongside a Read-Me (pdf) document file in the DVD disk drive.

Mr. Sadeesha Jayaweera Clarified the potential risk that have been distinguished and the actions that we should make so as to stay away from those risks.

Task	Beginning Date
Presentation of Project Proposal	7 th August 2018
Presentation of Definition of Scope	14 th August 2018
Presentation of Proposed Initial Designs	17 th August 2018
Prototyping	27 th August 2018
Final Development	19 th September 2018
Refinements	13 th October 2018
Reproducing Copies	21 st October 2018
Handover	30 th October 2018

8. Clients Notations

Mr. Sadeesha Jayaweera once again discussed his ideas with the rest of the team. After that the date for the next meeting was scheduled for the 16th August 2018.

9. Question and Answer Session

As the team members had many doubts a question and an answer session held once again.

10. Adjournment

The meeting adjourned at 12.30 p.m.