

YOUR PAL IN GIT

| MEETING 7 | |
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| Date | 18 th September 2018 |
| Time | 4.00 p.m. to 5.15 p.m. |
| Place | School Main hall |
| Topic | Project Review 2 |

MINUTES

ATTENDEES

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

ABSENTEES

- ❖ Mr. Bryan Ferdinendz

ITEMS

1. Signing In

Before Commencing the Meeting everyone signed and Mr. Bryan Ferdidendz absent was announced.

2. Minutes of the last Meeting

Mr. Sadeesha Jayaweera started off by reading out the minutes of meeting of 16th September 2018.

3. Evaluation of the Multimedia Product

The previously developed second prototype was presented to the members by Mr. Sadeesha Jayaweera. And he clarified the comments and feedbacks presented by the client regarding this prototype very briefly. Thereby contrasting the two prototypes, additional things that would be added in the final product were also clarified by Mr. Sadeesha Jayaweera.

4. Evaluation of Overall Product

Evaluation of the new prototype was done by Mr. Michel Faraday who participated to the project review meetings mainly. He was completely happy due to the improvement of the second prototype when contrasting with the first prototype. Mr. Jhonethon Misso and Mr. Bryan Ferdinendz were commended for their work by Mr. Michel Faraday. He said that this group dependably co-operate and work together in order to beneficially float towards a successful multimedia product. He told him to continue the project work at the same step and it will be a success for certain. He also asked him to take into consideration all the given feedback when proceeding to the creation of the final multimedia product.

5. Client's Address

The ideas were discussed with the other team members by Ms. Ellen Watson. She was truly satisfied with the rate of development of the multimedia product she said and the date of the next meeting was scheduled to be held on the 30th October 2018.

6. Adjournment

The meeting adjourned at 5.15 p.m.