

YOUR PAL IN GIT

MEETING 5	
Date	3 rd September 2018
Time	10.30 a.m. to 11.45 a.m.
Place	School Main hall
Topic	Project Review

MINUTES

ATTENDEES

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

ABSENTEES

- ❖ Mr. Jhonethon Misso – Team Member

ITEMS

1. Signing In

Before Commencing the Meeting everyone signed and Mr. Jhonethon Missos's absence was announced.

2. Minutes of the last Meeting

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

3. Evaluation of Multimedia Product

Mr Sadeesh Jayaweera started by displaying the recently made prototype of the multimedia product with the use of a projector. The Gantt charts he had made, were also provided to the members present and the print-outs, were given to all enabling them to assess the advancement of the multimedia software themselves. changes and improvements that should include in the next product were also, discussed by him since enhancements and progress of the multimedia product will be added to the final one.

4. Evaluation of Overall Project

Mr. Sadeesha Jayaweera's wonderful job, he has performed so far was complimented by Michel Faraday. He also said the progress was on track regarding the estimated time. He asked, Mr. Sadeesha Jayaweera to carry on his work at the pace and definitely, the multimedia product will be a fruitful one. He also asked him to make sure to use the feedback given, when he goes to create the next prototype.

5. Client's Address

Ms. Ellen Wastson shared her ideas with the members. She also said that time-management and delivering ventures of the multimedia project had done very carefully by Mr. Sadeesha Jayaweera. 16th September 2018 was scheduled as the next meeting date by Ms. Ellen Watson.

6. Adjournment

The meeting adjourned at 2.00 p.m.