SWEN 670

Memo

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| To: | TEAM 3 |
| From: | Your Name |
| cc: | Name |
| Date: | 2020/05/24 |
| Re: | Team meeting – Overview project |

This will be one of the many memo’s that we’ll be used to keep record of our weekly team meeting where we discuss upcoming task, set dates, and establish who will be assign to complete the task in the Syllabus from the SWEN 670-9040.

Rob will get in contact with The Salisbury IT directory Bill Garret where they will discuss the type of features that our team will be able to use to develop the application.

We will have the official meeting with our client on the 27th of May via Zoom at 1300. In this meeting we’ll gather the application requirements to develop the application.

Each member has been task to go over all the documentation that we’ll be used for the completion of the Capstone by the next teem meeting on May 31st. i.e. SRS, Use Case, etc.

Team members we’ll use google hangout to communicate with each other and zoom will the platform for all weekly team meeting which will be held every Sunday at 1500.

We’ve established several roles that we’ll be assign at the next team meeting;

* Product Owner
* Project Manager/s
* Lead Tech
* Developer/s
* Tester
* Dev/Ops Engineer

The documentation needed for this assignment are Project Plan, SRS (Software Requirement Specification), Technical Design Documentation (Use Case), Programmer Guide, Deployment and Operations Guide (RunBook), User Guide, Test Report (White & Black Box Test Suite), Presentation for submission.

Memorable software that we’ll use through the AGILE SDLC of this application are Pencil.