

Meeting #7

Date: 19/09/2018

Participants:

- Supervisor - Dr Asef Nazari/
- Shadow Supervisor - Dr Shamsul Huda/
- Team Lead - Akhil Peddineni
- Product owner - Tharini Hasara Manawadu De Silva
- Designer - Sushma Devabattini
- Frontend Developer 1 - Modi Parth Dinesh
- Frontend Developer 2 - Kunal Dhariwal
- Backend Developer - Predit Regmi

Agenda:

- Point of Discussion 1: Discuss about work done in previous week.
- Point of Discussion 2: Discuss about each group member's individual work.
- Point of Discussion 3: Discuss about the current state of the project.
- Point of Discussion 4: Discuss about the problems and challenges faced in the process of work.
- Point of Discussion 5: Discuss about the solution to the challenges.
- Point of Discussion 6: Discuss about each group member's future work.
- Point of Discussion 7: Discuss about the future goals of the project.
- Point of Discussion 8: Decide a date for the next meeting.

Action Items from Last Meeting (12/09/2018):

TASK	ASSIGNEE	DEADLINE	COMPLETED OR NOT COMPLETED
Formatting and contribution to predict	Akhil Peddineni	19/09/2018	Completed
Integration of web application and help to presentation, documentation.	Tharini Hasara Manawadu De Silva	19/09/2018	Completed
Testing, Documentation, Presentation and Contribution as a helping hand to other Team members.	Sushma Devabattini	19/09/2018	Completed

Work on Text mining and suggested approaches and techniques	Parth Modi	19/09/2018	Completed
Extensive Testing and Resolving problems	Predit Regmi	19/09/2018	Completed

Minutes:

- What happened in last week:
 - Built a functional prototype
 - Worked on suggested techniques and approaches for text mining, reordering etc
 - Worked on feasible solutions to problems.
 - Worked on new models and approaches.
- Current state of the project
 - Testing the prototype
 - Working on the code
 - Bug Fixes
 - Final Documentations
 - Working on Final Presentation
- Task Distribution
 - Part of Testing – All team members
 - Part of Documentation – Akhil Peddineni
 - Part of Documentation and Presentation – Sushma and Tharini
 - Handover Document – Kunal Dhariwal
 - System Flow Chart – Parth Modi
 - Extensive Testing - Predit
- Future goals of project
 - Discussed about further progress in work of each individual.
 - Discussed about the problems and challenges.
 - Discussed about the feasible solutions for the problems and challenges.
 - Discussed to work on alternative approaches.
 - Discussed about the ways to enhance the function and Performance of the final deliverable.
- Suggestions and Advices:
 - Complete system flow chart and architecture.
 - Work on resolving the problems
 - Have a client meeting before final deliverable.
- Next Meeting
 - The next meeting will be held on _ September, 2018.

Decisions:

Decision Item	Decision	Decision Maker
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System flow chart and System Architecture	To complete the system flow chart and system architecture	Supervisor and Shadow Supervisor
Client meeting	To have a client meeting before final delivery	Supervisor
Team work	To help each other in work	Supervisor
Problem solving and resolve challenges	To work on solutions to problems and to resolve challenges	Supervisor

Action Items for commencing week (/09/2018)

TASK	ASSIGNEE	DEADLINE
Formatting and contribution to predict's work	Akhil Peddineni	
Integration of web application and help to presentation, documentation.	Tharini	
Testing, Documentation, Presentation and Contribution as a helping hand to other Team members.	Sushma Devabattini	
Work on Text mining and suggested approaches and techniques	Parth and Kunal	
Extensive Testing and Resolving problems	Predit Regmi	

