**Client Team Meeting- MOM**

Including the latest on the top of the document. Please scroll to the end for previous meetings data.

**Client Meeting 7:** Monday, 07/10/2017

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| **Project Name:** | Student Attendance Tracking |
| **Team Name:** | Code Green |
| **Purpose:** | To take feedback on the mid-term documents. To know what can be done better during the final submission. To get some answers about the queries we have on the prototyping. Client - An alternative to relational database – Flat file. |
| **Day & Date:** | Monday, 07/10/2017 |
| **Location of Meeting:** | CH-3600 |
| **Attendees:** | Sirisha Vanamali, Rohith Babu Sadhu, Sri Sai Ram Kumar Mamidala, Vipul Reddy Madadi, Vamsi Devella, Subba Reddy Potireddy, Shankar Rao Vallapurapu |
| **Absentees:** | None |

**Agenda of the Meeting**

1. To take feedback on the mid-term documents. What went wrong and what can be done better next time during the final submission.
2. To take confirmation on the ER diagram, prototype of Student, Instructor and Admin pages that we prepared using Moqup.
3. To let the client know where we stand with respect to the requirements document and Implementation.

**Post Meeting Action Items**

1. Client mentioned that he was not happy with the functional requirements list and let us know how one module can be broken down further.
2. Client also mentioned that we were missing detail when it comes to use case diagrams and they can be broken down further.
3. Client provided us with an alternative to database – Flat file and asked us to ponder on this alternative too. Consider it if it can be. Gave us the high points and low points on using a flat file. – Team agreed to think on this perspective.

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| **Sno.** | **Action Item** | **Assigned To** | **Due Date** |
| 1 | Breakdown the requirements to next level of detail and document the requirements and deliver it on before due date as promised. | Vanamali, Sirisha | 14th July 2017 |
| 2 | Breakdown the use cases further in the use case diagrams. Deliver the use case diagrams – Instructor, Student and Admin as promised. | Rohith, Sai Ram, Vamsi Devalla, Subba Reddy, Vipul & Shankar | 14th July 2017 |

**Client Meeting 6:** Tuesday, 07/11/2017

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| **Project Name:** | Student Attendance Tracking |
| **Team Name:** | Code Green |
| **Purpose:** | To take opinion on the alternative to photo capturing for student authentication from the client. |
| **Day & Date:** | Tuesday, 07/11/2017 |
| **Location of Meeting:** | CH-3600 |
| **Attendees:** | Sirisha Vanamali, Rohith Babu Sadhu, Sri Sai Ram Kumar Mamidala, Vipul Reddy Madadi, Vamsi Devella, Subba Reddy Potireddy, Shankar Rao Vallapurapu |
| **Absentees:** | None |

**Agenda of the Meeting**

1. To discuss with the client on the alternative to photo capturing after scanning the QR code – Persistent login and once the student logs out he/she can’t login for another 24hours. This will cut down the chances of the student marking attendance for another student by logging out from his account and login to the latter.
2. To know more on the final presentations that should be during the last week. What should make it into the “Potential Challenges criteria”.

**Post Meeting Action Items**

1. Client suggested that photo capturing is a must as that is the only way to know if the student is present in the class or not. – Considered this.
2. Client suggested to include the potential problems you may see during GDP2, predict them and have a solution for each problem. This way we will be prepared for the worst. – This was a great approach and the team agreed on considering this and implement it.

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| **Sno.** | **Action Item** | **Assigned To** | **Due Date** |
| 1 | Think about the potential problems that we will encounter during GDP2 and make a note of them and also have a solution to each one. We agreed upon working on this as a team during this Friday’s meeting and document it. | Team | 14th July 2017 |

**1st Client Meeting:**

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| **Project Name:** | Student Attendance Tracking |
| **Team Name:** | Code Green |
| **Purpose:** | Introduction to project |
| **Day & Date:** | Tuesday,06/13/2017 |
| **Location of Meeting:** | CH-3600 |
| **Attendees:** | Sirisha Vanamali, Rohith Babu Sadhu, Sri Sai Ram Kumar Mamidala, Vipul Reddy Madadi, Vamsi Devella, Subba Reddy Potireddy, Shankar Rao Vallapurapu |
| **Absentees:** | None |

**Agenda:**

·         Know the overview of the project.

·         Know the basic requirements for the project.

·         Discuss on how the roles are to be divided.

**Action List:**

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| **S.No** | **Action Item** | **Assigned To** | **Due Date** |
| 1 | Document the problem statement | Rohith Babu, Sadhu | Friday 16 |
| 2 | Deciding on roles and responsibilities | Sirisha Vanamali | Friday 16 |
| 3 | Creating Github Repository and trello dashboard | Vamsi Devalla | Friday 16 |

**2nd Client Meeting:**

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| **Project Name:** | Student Attendance Tracking |
| **Team Name:** | Code Green |
| **Purpose:** | Introduction to project |
| **Day, Date & Time:** | Thursday,06/15/2017 |
| **Location of Meeting:** | CH-3600 |
| **Attendees:** | Sirisha Vanamali, Rohith Babu Sadhu, Sri Sai Ram Kumar Mamidala, Vipul Reddy Madadi, Vamsi Devella, Subba Reddy Potireddy, Shankar Rao Vallapurapu |
| **Absentees:** | None |

**Agenda:**

·         Discuss different approaches in finding the better solution with the client.

·         Discuss the authentication techniques to be provided in the project.

**Action List:**

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| **S.No** | **Action Item** | **Assigned To** | **Due Date** |
| 1 | Pros and Cons of the approaches | Sri Sai Ram Kumar Mamidala, Rohith Babu Sadhu | Saturday 17 |
| 2 | Gathering requirements related to QR code scanner. | Shankar Rao Vallapurapu, Vipul Reddy Madadi | Sunday 18 |
| 3 | Document the weekly updates | Sirisha Vanamali | Friday 16 |

**3rd Client Meeting:**

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| **Project Name:** | Student Attendance Tracking |
| **Team Name:** | Code Green |
| **Purpose:** | Introduction to project |
| **Day, Date & Time:** | Monday,06/19/2017 |
| **Location of Meeting:** | CH-3600 |
| **Attendees:** | Sirisha Vanamali, Rohith Babu Sadhu, Sri Sai Ram Kumar Mamidala, Vipul Reddy Madadi, Vamsi Devella, Subba Reddy Potireddy, Shankar Rao Vallapurapu |
| **Absentees:** | None |

**Agenda:**

·         To discuss pros and cons of three solutions that we finalized and sort out the best among them by discussing with the client.

·         To discuss on how to gather the requirements and how to start the use cases and requirement document.

·         To discuss on what platform the project to be implemented.

**Action List:**

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| **S.No** | **Action Item** | **Assigned To** | **Due Date** |
| 1 | Requirements gathering for User Credentials | Vamsi Devalla | Thursday 22 |
| 2 | Database solution to work with both Mobile and Standalone application. | Sri Sai Ram Kumar Mamidala, Shankar Rao | Friday 23 |
| 3 | System Requirements | Subba Reddy, Vipul Reddy | Friday 23 |

**4th Client Meeting:**

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| **Project Name:** | Student Attendance Tracking |
| **Team Name:** | Code Green |
| **Purpose:** | Introduction to project |
| **Day, Date & Time:** | Tuesday,06/20/2017 |
| **Location of Meeting:** | CH-3600 |
| **Attendees:** | Sirisha Vanamali, Rohith Babu Sadhu, Sri Sai Ram Kumar Mamidala, Vipul Reddy Madadi, Vamsi Devella, Subba Reddy Potireddy, Shankar Rao Vallapurapu |
| **Absentees:** | None |

**Agenda:**

·         To discuss about the different modules of the project (student, instructor and admin).

·         To discuss on what platforms to be implemented for student, instructor and admin modules.

**Action List:**

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| **S.No** | **Action Item** | **Assigned To** | **Due Date** |
| 1 | Draw the use case for Student module | Rohith Babu sadhu and Sirisha Vanamali | Friday 23 |
| 2 | Draw the use case for Instructor module | Sai Ram Kumar Mamidala | Friday 23 |
| 3 | Draw the use case for Instructor module | Vamsi Devella | Friday 23 |
| 4 | Documenting the weekly updates | Sirisha Vanamali | Friday 23 |

**5th Client Meeting:**

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| **Project Name:** | Student Attendance Tracking |
| **Team Name:** | Code Green |
| **Purpose:** | Introduction to project |
| **Day & Date:** | Monday,06/26/2017 |
| **Location of Meeting:** | CH-3600 |
| **Attendees:** | Sirisha Vanamali, Rohith Babu Sadhu, Sri Sai Ram Kumar Mamidala, Vipul Reddy Madadi, Vamsi Devalla, Subba Reddy Potireddy, Shankar Rao Vallapurapu |
| **Absentees:** | None |

**Agenda:**

·         Show the use cases and modify according to the needs of the client.

·         Discuss on what additional features to be implemented.

**Action List:**

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| **S.No** | **Action Item** | **Assigned To** | **Due Date** |
| 1 | Modify the use cases | Rohit Babu Sadhu | Tuesday 27 |
| 2 | Gather the data for the additional features mentioned by the client | Subba reddy Pothireddy | Wednesday 28 |