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| **Meeting Date :** | 04-08-2015 | **Meeting Time :** | 10:24 |
| **Meeting Attendees :** | V, Shawn, Kaii, Likai, Lulu, Miranda, Clay, Irene | **Meeting Location :** | Engineering Building |
| **Minutes Taken by:** | Vasanth Boraiyan | **Next Meeting Date & Location:** | 06-08-2015. Electrical and Software Engineering Building-Students discussion area |

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| **S.No.** | **Meeting Notes:** |
| 1 | Familiar with Android, learn the process of scrum. |
| 2 | Miranda - Installed Android studio, Gitab installed and enrolled in Gitab software. |
| 3 | Lulu-Try to work on android |
| 4 | Kaii-Started Android dev-small development programs. Requirement seems to be easy. I focussed more on test on Friday. |
| 5 | Likai - Watched video, focussed on test on Friday |
| 6 | Clay - I build sample program in android will show on demo. |
| 7 | V - Installed Android. Will prepare for the test on Friday. |
| 8 | Likai-focus on Test. |
| 9 | V To consult our lecture-write an email to Rashina about the customers email. |
| 10 | When to meet the customer? |
| 11 | Kaii-Scope should be made small, as the time available |
| 12 | Getskills registered |
| 13 | Clay - How to access the server |
| 14 | Kaii-first need some dummy data, authentication and logging and interface needed about it. |
| 15 | Lulu - Payment module ,of the course –out of scope |
| 16 | Likai – All the functions of the website-gets kills needed to be implemented –out of scope. |
| 17 | Keep the session in the server-server will take care about of it. |
| 18 | Lot of forms to be made. |
| 19 | Not sure of Teacher module or Student module or Admin module. |
| 20 | Big tasks can be broken in to small tasks, what technology to be learned. |
| 21 | If client do not provide web services then no server is available, then we have to setup our own server. All team members should provide DB Server, Webserver and development tool – Out of scope as of now. |
| 22 | Kaii - Agile – Scrum methodology is followed |
| 23 | Should request for Design document, system architecture. |
| 24 | Backlogs to be developed. |
| 25 | Agenda: How to meet the client:  Introduce the team |
| 26 | Clay gave the demo of Android app that is developed by him |

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| **S.No.** | **Action Items:** | **Assigned To:** | **Due Date:** |
| 1 | To write an email to out tutor about the clients email | Vasanth | 04-08-2015 |