

MEETING MINUTES – Software Engineering & Project group 9

Date of Meeting:

Location: IW426 Chair: : Patanamon Thongtanunam

08/08/2018

Minutes Prepared By:

Xinyi xu

1. Purpose of Meeting

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| 1) | Check and show the current coding progress. |
| 2) | Discuss any technical problems encountered so far. |
| 3) | Discuss about how to prepare a SRS. |
| 4) | Any suggestions and recommendations. |

2. Attendance at Meeting

Client: Patanamon Thongtanunam

Project team: Congwei Bai, Anna Dai, Zhengjian Li, Li Qiu, Ruoxi Sun, Xinyi Xu, Zheng Xu

3. Meeting Agenda

- 14:00 - 14:05 Conclude the work have been done last week
- 14:05 - 14:15 Review the SPMP section by section
- 14:15 - 14:25 Client give some suggestions
- 14:25 - 14:35 Client recommend some professional resources

4. Meeting Notes, Decisions, Issues

About SPMP

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| 1) | Check git flow for ideas on how to use git for scrums |
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About the test plan:

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| 2) | Think of what testing methodology to use? |
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About the use of code:

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| 3) | Using existing coding conventions |
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5. Action Items

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Status</i>
Sprint report one	all	16/08/2018	Finish
Preparing agenda	Xinyi Xu	15/08/2018	
Update progress on Trello	all		
Build LEGO KIT	all		
Prepare for the draft of SRS	all		

6. Next Meeting

<i>Date:</i>	22/08/2018	<i>Time:</i>	2:15 pm	<i>Location:</i>	RMP iw426
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