

## Meeting Agenda

Tuesday 10 November 2014 9:30 – 10:00

Location: 15 BB 02

### Attendees

- Dr Stephan Wesemeyer – Supervisor
- Chara Katiri – BSc Hons Computer Science Student

### Objective

High-level overview of Pinboard Business Requirement Document (BRD) and its development (timescales) as well as the updated layout of the website.

### Schedule

Points to address	Approx. Time Required															
<div>1. Reading and approval of minutes from previous meeting.</div> <div>Issues:</div> <div><div>2.1. Review of the high-level development cycle. The development part has to be updated and broken into smaller tasks.</div><div>2.2. Confirmation for GitHub public repository for the project. <a href="https://github.com/chara-katiri/COM3001.git">https://github.com/chara-katiri/COM3001.git</a></div></div> <div>Actions:</div> <div><div>1. FYP topic to be accepted by the IT services team (“<i>the request has been passed onto the Services Team by the IT team as they will be best places to respond to this.</i>” Ref.no: F0377366, 04/11/2014)</div><div>2. Creation of pinboard.cs.surrey.ac.uk website by IT services and access to Tomcat server &amp; MySQL database (pending response since 28/10/14).</div><div>3. Request for spam emails analytics sent to IT services team (pending response).</div></div> <div>AOB:</div> <div><div>1. Confirmation for requirements gathering process – the requirements should be written from the customer’s point of view.</div><div>2. Bootstrap can be used for cascading style purposes if properly referenced.</div></div>	5’															
<div>2. Next Steps, timescales and tasks.</div> <div>2.1. Discussion on the updated business/timescales plan.</div> <table><tr><th>Prep , SSD</th><th>Development</th><th>Testing</th></tr><tr><td>25%</td><td>45%</td><td>30%</td></tr><tr><td>8 weeks</td><td>16 weeks</td><td>12 weeks = 15 June 2015 (old plan)</td></tr><tr><td>6 weeks</td><td>16 weeks</td><td>10 weeks = 18 May 2015 (new plan)</td></tr><tr><td>06/10/2014 - 13/11/2014</td><td>13/11/2014 – 05/03/2015</td><td>05/03/2015 – 28/05/2015</td></tr></table> <div><div>2.2. Discussion on the updated high-level architecture/layout of the solution.</div><div>2.3. Discussion on BRD.</div></div>	Prep , SSD	Development	Testing	25%	45%	30%	8 weeks	16 weeks	12 weeks = 15 June 2015 (old plan)	6 weeks	16 weeks	10 weeks = 18 May 2015 (new plan)	06/10/2014 - 13/11/2014	13/11/2014 – 05/03/2015	05/03/2015 – 28/05/2015	20’
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<div>3. AOB/Matters Arising.</div>	5’															

Actions	Assigned to	Deadline
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<ol style="list-style-type: none"><li>1. FYP topic to be accepted by the IT services team (pending response since 27/10/14).</li><li>2. Creation of pinboard.cs.surrey.ac.uk website by IT services and access to Tomcat server &amp; MySQL database (pending response since 28/10/14).</li><li>3. Gathering and analysis of spam &amp; junk emails sent before the deployment of the solution. (request sent to the IT services and pending response).</li></ol>	CK	As soon as possible.

## Matters Arising