Meeting minutes for meeting on

Date: 3rd – Nov -2016

Meeting purpose: To finalize the working process of VSI team and Customer team. All about the communication method, task management observing, task management tool …

Summary:

* Communication:
  + VSI team will have daily email to report about the project status, task status and any problems when running the project.
  + VSI and customer team will have weekly calling on 6:00 A.M (London time), Monday to discuss the release of last week.
* Task management:
  + Redmine tool will be used
  + Redmine tool detail information will be sent to customer after meeting
* Source code
  + Github will be used to source code management.
  + Naming for branches follow the form CS#<Redmine task id> (ex: CS#1234)
  + After development for a branch is done, code will be push to develop branch with git rebase command (instead of git merge)
  + Release version will be in master branch
* Requirement
  + SRS document will be finalized and sent to customer after the meeting (9.00 AM – 10.00 AM London time)
  + VSI team and customer will finalize the SRS after customer reviews the document.
* Delivery
  + Delivery schedule will be based on the master schedule from VSI team
  + In case of delay, VSI team will send an email to customer to notify.
  + Customer will base on the SRS document to verify the quality of production
  + Release will be done in every Friday.
* Environment
  + Source code for production release will be cloned from github
  + VSI team will deploy product to internal server at the end of the day for customer testing.
  + Internal server deployment will be done before deploying product to customer