# ABC’s Inventory Management System

## Meeting Minutes

**Date of Meeting:** 15th March 2018

**Presented and documented by:** Shirish Maharjan

**Time:** 15:45

**Location:** On Campus

**Attendees:** Hieu Hanh Tran, Shirish Maharjan, Arik Maharjan

## Meeting Objective

|  |
| --- |
| * Review updated tasks (Project proposal, project plan, team charter) * Assign next week’s tasks * Discuss better version control methods * Discuss better task review and inter team member task feedback methods |

## Discussion, notes and issues

|  |
| --- |
| * Feedbacks from lecturers has been addressed with a few more changes to the team charter left. * Current version control method with GitHub halted until new process has been established. (This will be done by 16th March 2018.) * A new process to be established to update task following lecturer feedback. During class, feedback document will be priority and be completed. When feedback document is finalized, updates to be made referring to the feedback document. After the feedback document is addressed, and update has been made, version control will be updated clearly stating what changes have been made. * Inter team member feedback and review process will be conducted. As soon as a team member has completed their task, other team members need to review the work done and provide feedback. If any changes need to be made, the original author of the work needs to make the changes tackling the issues noticed by other team members. When this is done another round of feedback will be conducted. This will be done until the work has been agreed upon by all members. * Each member will have 2 extra tasks to be completed by 19th March 2018. |

## Outcomes

|  |
| --- |
| Tasks for Hieu Hanh: Project Vision Document, Risk List  Tasks for Shirish Maharjan: Initial Requirement Model, Proposed Architecture  Tasks for Arik Maharjan: Initial se Case Model, Initial Domain Model  On top of above mentioned tasks, Arik will be responsible for finalizing and updating the team charter by 15th March 2018.  GitHub Version Control process will be changed. |