# ABC’s Inventory Management System

## Meeting Minutes

**Date of Meeting:** 04th October 2018

**Presented and documented by:** Arik Maharjan

**Time:** 15:45

**Location:** On Campus

**Attendees:** Dr. Mahsa Razavi, Shirish Maharjan, Arik Maharjan, Hieu Hanh Tran

## Meeting Objective

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| * Get feedback on Beta Testing * Get feedback on Program Manual * Discuss about the task that are completed as well as current tasks * Get clear picture of what needs to be done in the next iteration * Discuss the requirements for submission of Assessment Item 3 * Present all the documentation and get feedback if any changes are needed to be done |

## Discussion, notes and issues

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| * In Beta Testing: * The steps are not determined by the Team member. * The application must hand to the user to operate any task desired by user. * Note or picture should be taken during the test. * Reviewed the Program Manual: * Manual must contain all the information of each Use Cases * Discussed about the Assessment Item 3 and its requirements for submission. * Discussed about Transition Phase Assessment * Program Manual * Version Control * Risk List * Project Plan and Iteration Plan must be synchronized with other. * Update Version Control with detailed information of documents created till now. |

## Outcomes

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| * Management and task division are handled well among the team members. * Testing must be executed and documented well. * Program manuals will be updated according to the feedback. * Team members got a clear picture of the task required to complete the assessment. * Team members must be focused and prioritize on completing the Assessment Item 3. |