

MEETING MINUTES

Meeting Topic:			
Software Development Planning for the Hotel Management System.			
Date:	October 2 nd 2020		Time: 12:00 pm to 4:00 pm
Attendees Present:	Fernando Fabio Daniil	Location:	Google Meet
Agenda items:			
1. Defining roles on the project			Minutes: 20
2. Defining Features of the software			Minutes: 120
3. Evaluate key issues on the development.			Minutes: 60
4. Defining roles on the Project Proposal			Minutes: 20
5. Next Steps			Minutes: 20
Action items:			
Project Proposal: Cover Page		Responsible:	Fernando
Project Proposal: Project Scope		Responsible:	Fernando
Project Proposal: Group Dynamics		Responsible:	Fabio
Project Proposal: Use Cases		Responsible:	Fabio
Project Proposal: Software Toolset		Responsible:	Daniil
Project Proposal: Project Schedule		Responsible:	Fabio
Project Proposal: Meeting Minutes		Responsible:	Fernando
Next Meeting:	Monday, October 5 th , 2020 – 10:00 am	Location:	Google Meet

Meeting Topic:			
Software Development Planning for the Hotel Management System.			
Date:	October 5 th 2020		Time: 10:00 am to 8:00 pm
Attendees Present:	Fernando Fabio Daniil	Location:	Google Meet
Agenda items:			
1. Development of Assignment 2			Minutes: 480
2. Checking status of project			Minutes: 60
3. Defining key issues and next steps			Minutes: 60
Action items:			
Project Proposal: Cover Page - Finish		Responsible:	Fernando
Project Proposal: Project Scope - Finish		Responsible:	Fernando
Project Proposal: Group Dynamics - Finish		Responsible:	Fabio
Project Proposal: Use Cases - Finish		Responsible:	Fabio
Project Proposal: Software Toolset - Finish		Responsible:	Daniil
Project Proposal: Project Schedule - Finish		Responsible:	Fabio
Project Proposal: Meeting Minutes - Finish		Responsible:	Fernando
Next Meeting:	Monday, October 6 th , 2020 – 3:00 pm	Location:	Google Meet

Meeting Topic:			
Software Development Planning for the Hotel Management System.			
Date:	October 6 th 2020		Time: 3:00 pm to 3:40 pm
Attendees Present:	Fernando Fabio Daniil	Location:	Google Meet
Agenda items:			
1. Check Final Version of Project Proposal			Minutes: 30
2. Assigning review of the document			Minutes: 10
Action items:			
Project Proposal: Use Cases – Update highlighted items		Responsible:	Fabio
Project Proposal: Software Toolset - Update highlighted items		Responsible:	Fabio
Project Proposal: Project Schedule - Update highlighted items		Responsible:	Fabio
Project Proposal: Meeting Minutes - Update		Responsible:	Fernando
Next Meeting:	Monday, October 9 th , 2020 – 10:00 am		Location: Google Meet

Meeting Topic:			
Software Development Planning for the Hotel Management System.			
Date:	October 23 2020		Time: 2:00 pm to 3:00 pm
Attendees Present:	Fernando Fabio Daniil	Location:	Google Meet
Agenda items:			
1. Reset Password Feature			Minutes: 30
1. Documentation			Minutes: 20
2. Final testing for Iteration 1			Minutes: 10
Actions Done since last meeting:			
Project Features: Authentication + Access Control + Reset		Responsible:	Fernando
Project Features: User Registration		Responsible:	Fabio
Project Features: User / Account Management		Responsible:	Fabio
Project Features: View / Edit Profile		Responsible:	Daniil
Project Features: Integration		Responsible:	Fabio
Project Proposal: Meeting Minutes – Update / Adjust		Responsible:	Fernando
Documentation: AD Authentication / Reset Password		Responsible:	Fernando
Documentation: AD Manage Customer/Staff / Sign Up		Responsible:	Fabio
Actions to do:			
Documentation: Adjust Use Case		Responsible:	Fernando
Project Enhancement: View / Edit Profile		Responsible:	Fabio
Testing Features		Responsible:	Fernando Fabio Daniil
Wiki: Copy Project Proposal to Wiki		Responsible:	Fabio
Wiki: Set up Use Case on Wiki		Responsible:	Fernando
Wiki: Set Up AD Authentication		Responsible:	Fernando
Release: Create branch and merge		Responsible:	Fernando

What I need help:			
		Responsible:	
Next Meeting:	TBD	Location:	Google Meet