

Client Meeting Minutes

Group : SD07

Client : Mrs. Anjalie Gamage

Venue : SLIIT Metro Campus

Time : 12.00 PM

Date : 07th of August 2018

Meeting : Meeting 1

Members Attended:

T.T.T.Rathnaweera
Bhanuka Hingalagoda

Members not in Attendance:

G.D.Janith Ronaka
H.M.D.L.Gunasiri

Purpose of the Meeting

- To get to know the client and to introduce our group to the client.
- To get correct understanding about project and collect essential requirements to get start the project development with the SRS.

Minutes

The client is Mrs. Anjalie Gamage, who works as a senior lecture in SLIIT Metro Campus. Her requirement is to create a web application for the past pupils association of Sirimavo Bandaranaike Vidyalaya. This web application will be the portal between school's past pupils and the past pupil association.

The meeting was scheduled to be at 12.00 p.m. but it started around 12.15. In the beginning Mrs. Anjalie walked us through the process that need to be automated and she specially mentioned what kind of reports they need to generate through the system. Considering about the project scope she added some extra functionalities such as event planning, accounts management etc. After her explanation she gave us a chance clear all the doubts. After the Q&A session meeting ended around 12.45 PM.

Actions Taken

- After the meeting, group members decided to create a WhatsApp group for the communication purposes.
- Held a standup meeting to plan and discuss the upcoming tasks and the progress of currently ongoing tasks.
- Created a Jira account with classroom license and prepared the product backlog with initial tasks for the sprint.
- Split the SRS workload among the group members and started working on it.