

[Database Evaluator] Meeting Minutes

Meeting Date
[31/07/16]

Meeting Time
11:00 am

Location
[B105 B block]

Meeting Leader
Changming Wu

Meeting Purpose
Discuss the developing tasks of each DSDM and review the status of project

Participant Names	Attended?
Changming Wu	
Hardik Kansara	
Kwinno Pinede	
Patrick Cura	

Agenda Item
1. Discuss the developing tasks of DSDM
2. Review the status of project
3. Planning tasks for next week
4. Confirmation of next meeting

Minutes
<p>Topic 1 The developing tasks of DSDM</p> <ul style="list-style-type: none"> ➤ Client application <ul style="list-style-type: none"> • Exploration phase: <ul style="list-style-type: none"> ❖ SQL Server Instance <ol style="list-style-type: none"> 1. Installation 2. Configuration 3. Security • Engineering phase: <ul style="list-style-type: none"> ❖ SQL Server Database <ol style="list-style-type: none"> 1. Implementation of Database (physical structure) 2. Database Configuration Options 3. Maintenance 4. Security ➤ Website <ul style="list-style-type: none"> • Exploration Phase: <ul style="list-style-type: none"> ❖ Home page ❖ Register page ❖ Sign-in page ❖ Download Client application

<ul style="list-style-type: none"> Engineering phase: <ul style="list-style-type: none"> ❖ Confirmation/notification of user email ❖ Forgot password page ❖ Upload the dump files from client
<p>Topic 2 Review the status of project</p> <p>➤ This week (25/07/16 – 31/07/16)</p> <ul style="list-style-type: none"> CW: 27 hours HK: 24 hours KP: 30 hours PC: 30 hours <p>Total: 111 hours</p> <p>➤ Planning tasks (25/07/16 – 31/07/16)</p> <p>PC:</p> <ul style="list-style-type: none"> Add some functionalities to sample code: <ul style="list-style-type: none"> - Ability to get server names from machine – complete - Fixed Visual Studio Debug not working – complete - Updated DB Connection Code – complete Add instances dropdown to sample UI – complete Add Splash Screen to sample UI – complete Add sample code for creating xml from tables – complete Add initial time box items – complete Add Diagram for project – complete <p>KP:</p> <ul style="list-style-type: none"> Read the DSDM Atern in the Project in a Box – complete Study DSDM Lifecycle, Core techniques, Roles, Deadlines – complete Research for DSDM <ul style="list-style-type: none"> - Watch Video tutorial of DSDM – complete - Read some articles DSDM – complete Read the Atern Handbook on the dsdm.org – complete <p>HK:</p> <ul style="list-style-type: none"> Update Executive Summary and Opportunity Context – complete Update System Outline, SQL Server 2012 installation – complete SQL Server instance configuration with PC – complete Identify the options and queries to get all SQL instances in network – complete Create windows 2012 with SQL 2012 VM for testing connection string and all – complete <p>CW:</p> <ul style="list-style-type: none"> Create client brief document – complete Do research and study of Methodology -- DSDM Model – complete Create team contract – complete Create communication plan – complete Hole the team meeting – complete Create team meeting agenda – complete Create team meeting minutes – complete Update project diary – complete <p>Topic 3 Planning tasks for next week (01/08/16 – 07/08/16)</p> <p>PC:</p> <ul style="list-style-type: none"> Update sample code to use threads for background processing Update DSDM methodology Update Project Diagram Add sample GUI with Progress Table

- Update sample code for GUI progress table
- Update time box items
- Update logos for splash screen and main app
- Update sample code which allows disabling of resizing of windows form
- Added sample code for encrypting files and saving files

KP:

- Edit the Approach and Project Analysis for methodology to the proposal
- Check the Proposal and Approach and Project Analysis,
- Ask Learning common to check proposal
- Do the Planning of website some design
- Website layout discussion with HK
- Create the logo

HK:

- Change Project Analysis
- Change Project Proposal
- Website layout discussion with KP
- Lay out and analysis document design discussion with team
- SQL Server R&D
- Testing XML object retrieve in SQL Server 2012

CW:

- List and confirm the documents for project audit 1
- Create Project DSDM Terms of Reference
- Hold the team meeting
- Create team meeting agenda
- Create team meeting minutes

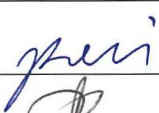
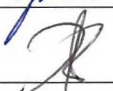
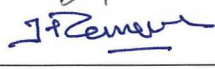
Topic 4

Next Team Meeting: 07/08/2016 11:00 am – 11:30 am, B105 B Block

Closing of Meeting

Closing of the meeting took place at 12:00 pm

Confirmed as true and correct record

Name	Sign	Date
Patrick Cura		31/07/16
Kwinno Pineda		31/07/16
Hardik Kansara		31/07/16
Changming Wu	Changming Wu	31/07/16

Adapted from: Fast Foundation for Project Management – Meeting Agenda & Minutes Record

Reference The Fast Forward MBA in Project Management, Chapter 10-11

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