

# [Database Evaluator] Meeting Minutes

**Meeting Date**

[28/08/16]

**Meeting Time**

11:00 pm

**Location**

[B105 B block]

**Meeting Leader**

Changming Wu

**Meeting Purpose**

Review the status of week 7 (22/08/16 – 28/08/16) and discuss the tasks for next week (development of Iteration 3 of Exploration Phase)

**Participant Names****Attended?**

Changming Wu

Hardik Kansara

Kwinno Pineda

Patrick Cura

**Agenda Item**

1. Review the status of project (week 7: 22/08/16 -28/08/16)
2. Discuss the development of Iteration 3 of Exploration Phase
3. Confirm the topic that need to be discussed with project advisor
4. Review the DSDM documents that have been created (drafted)
5. Confirmation of next meeting

**Minutes****Topic 1 Review the status of project (week 7: 22/08/16 -28/08/16)**

Project team created the weekly progress report (week 7).

It presented the status of project including the current total hours, period tasks and the planning tasks for next week.

Date	Changming Wu	Hardik Kansara	Kwinno Pineda	Patrick Cura	Weekly Total Hours
22/08/16 -28/08/16	41.5	42	36.5	33	153

**Current total hours:** 810 hours

Timecard: Checked

Personal Log: Checked

Project Diary: Updated

Backups taken: Hardik has taken weekly backup to Google Drive.

Backup tested: Yes, Tested on 28/08/2016

**See Week Progress Report –Week 7 for details**

**Issue:**

We did the project smoothly in week 7 and we were nearly to catch the planning schedule. As we reported in Weekly Progress Report - Week 5. We were behind the planning schedule. In week 6 and 7, we used the fast tracking to do some tasks as same time. Therefore, we estimate we can totally catch up the planning schedule at the end of week 8.

**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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**Topic 2 Discuss the development of Iteration 3 of Exploration Phase**

Task Name	Duration	Duration
<b>Iteration Three</b>	<b>5 days</b>	
Website: Download of the .exe App from the Website	2 days	Hardik Kansara;Patrick Cura
Website: Create Basic Contact Us Page with Forms	3 days	Kwinno Pineda
Submit Test Report Iteration Three (Website)	1 day	Kwinno Pineda
.exe App: Install Different version of SQL Server	5 days	Kwinno Pineda;Patrick Cura
.exe App: Completely Working GUI	5 days	Kwinno Pineda;Patrick Cura
.exe App: Dump file Saving with Testing	5 days	Kwinno Pineda;Patrick Cura
.exe App: Encrypted Dump file with Testing	5 days	Kwinno Pineda;Patrick Cura
Submit Test Report Iteration Three (exe. App)	1 day	Patrick Cura

Task Name	Duration	Resource Names
<b>Project Admin</b>	<b>68 days</b>	
Project Diary	68 days	Changming Wu,Hardik Kansara,Kwinno Pineda,Patrick Cura
Personal Logs	68 days	Changming Wu,Hardik Kansara,Kwinno Pineda,Patrick Cura
Collocation: documents	58 days	Changming Wu,Hardik Kansara,Kwinno Pineda,Patrick Cura
Project Admin : Create Supporting Documents	68 days?	
<b>Meeting</b>	<b>68 days</b>	
Frequent Face-to-Face Meeting with Team Members	68 days	Changming Wu,Hardik Kansara,Kwinno Pineda,Patrick Cura
Weekly Meeting with Project Advisor	68 days	Changming Wu,Hardik Kansara,Kwinno Pineda,Patrick Cura,Steve McKinlay

**Topic 3 Confirm the topic that need to be discussed with project advisor**

- Review Feasibility assessment document
- Review system analysis and design document
- Review the weekly progress report (week 7)
- Sign of Pre-Project Phase Tasks and milestone and last meeting minutes

**Topic 4 Review the DSDM documents that have been created (drafted)**

Name	Status
DeliveryApproachDefinition.doc	Drafted
ManagementFoundations.doc	Drafted
Project Roles Summary.doc	Drafted
TermsOfReference.doc	Drafted
OutlinePlan.doc	Drafted
FeasibilityAssessment.doc	Drafted
SystemArchitectureDefinition.doc	Drafted

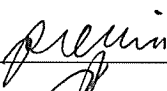


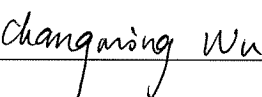
**Topic 5 Confirmation of next meeting**

Next Team Meeting: 05/09/2016 11:00 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		28/08/16
Kwinno Pineda		28/08/16
Hardik Kansara		28/08/16
Changming Wu		28/08/16

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