[Database Evaluator] Meeting Minutes

Meeting Date	**Meeting Time**	**Location**
[17/07/16]	11:00 am	[B105 B block]

Meeting Leader	Changming Wu
Meeting Purpose Project Purpose	Discuss the contents of project proposal

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

Topic
1. Discussion about methodology
2. Discussion about analysis
3. Discussion about roles
4. Confirmation of next meeting

Minutes

Topic 1 Methodology
➢ Spiral
Spiral Methodology.
Because the Spiral Methodology can identify and reduce the inchoate risk of project. It uses the small scope of the exploration risk to develop the corresponding risk plan. After that, then decide whether to do the next phase in the project.
Using Spiral Methodology in the project can provide some benefits for this project:
- Through the creation of a prototype, enables software developers initially clear direction in each iteration;
- Through risk analysis software to minimize the possibility of loss of complete failure;
- In each iteration stage implant software testing, the quality of each stage is guaranteed;

Topic 2 Analysis
➢ Project target: the small company which uses Microsoft SQL Servers
➢ Client application: execute on customer's and generate the parameters dump files
➢ Website: provide basic functions, download client application, upload the dump files, and download the final diagnosed report
➢ Database evaluator: generate the final diagnosed report

Topic 3 Roles
Discussed and confirmed the responsibility for each staff/member
➢ Project Manager
- Manage and lead the project team.
- Develop and maintain a detailed project plan.

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Reference The Fast Forward MBA in Project Management, Chapter 10-11
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- Manage project deliverables in line with the project plan.
- Record and manage project issues and escalating where necessary.
- Monitor project progress.
- Provide status reports of project.
➢ Database Specialist
  - Work with the Project Manager to manager the creation of the project specification and requirements.
  - Work with Web Developer and C# Developer to handle the database evaluation guidelines and the database queries.
  - Develop project tasks with goals and schedule with project manager.
➢ Web Developer
  - Develop a website that the customers can download client application and upload dump files.
  - Work with Database Specialist and C# developer to integrate website, client application and database.
  - Work with the Project Manager for definition of development requirements and priorities.
➢ C# Developer
  - Develop client application and database evaluator.
  - Work with Web Developer and Database Specialist to integrate website, client application and database.
  - Work with the Project Manager for definition of development requirements and priorities.
➢ Project Advisor
  - Give the corresponding feedbacks and suggestions.

Topic 4
Next Team Meeting: 24/07/2016 11:00 am – 12:00 pm, 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		17/07/16
Kwinno Pineda		17/07/16
Hardik Kansara		17/07/16
Changming Wu	Changming Wu	17/07/16

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