

# [Database Evaluator] Meeting Minutes

**Meeting Date**

[07/08/16]

**Meeting Time**

11:00 am

**Location**

[B105 B block]

**Meeting Leader**

Changming Wu

**Meeting Purpose**

Discuss the contents of advisor meeting agenda and documents for project audit

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

Changming Wu

Hardik Kansara

Kwinno Pinede

Patrick Cura

**Agenda Item**

1. Discuss the contents of advisor meeting agenda

2. Discuss the documents for project audit

3. Review the status of project

4. Planning tasks for next week

5. Confirmation of next meeting

**Minutes****Topic 1 Discuss the contents of advisor meeting agenda**

- Review project proposal
- Discussion about project/deliverables
- Discussion about methodology
- Discussion about customer - data security
- Confirmation of next meeting

**Topic 2 Discuss the documents for project audit**

- Project Proposal – HK
- Project Plan – KP
- Scope of project – HK
- Requirements Analysis – HK, PC
- Analysis and Design documents – HK, KP, PC
- Methodology and techniques document –KP
- Progress Report – CW
- 2 Advisor Meeting Agenda and Advisor Meeting Minutes – CW
- 5 Team Meeting Agenda and Team Meeting Minutes – CW
- Project Time Sheet (hours and logs) – CW
- Project Management Plan – CW
- Project Communication Plan – CW
- Project DSDM Terms of Reference – CW
- Project DSDM Project Roles Summary – CW

**Topic 3 Review the status of project**

- This week (01/08/16 – 07/08/16)

**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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- CW: 24 hours
- HK: 22 hours
- KP: 26.5 hours
- PC: 28 hours
- Total: 100.5 hours
- Planning tasks (01/08/16 – 07/08/16)
- PC:
  - Update sample code to use threads for background processing – complete
  - Update DSDM methodology – complete
  - Update Project Diagram – complete
  - Add sample GUI with Progress Table – complete
  - Update sample code for GUI progress table – complete
  - Update time box items – complete
  - Update logos for splash screen and main app – complete
  - Update sample code which allows disabling of resizing of windows form – complete
  - Added sample code for encrypting files and saving files – complete
- KP:
  - Edit the Approach and Project Analysis for methodology to the proposal – complete
  - Check the Proposal and Approach and Project Analysis – complete
  - Ask Learning common to check proposal – complete
  - Do the Planning of website some design – complete
  - Website layout discussion with HK – complete
  - Create the logo – complete
- HK:
  - Change Project Analysis – complete
  - Change Project Proposal – complete
  - Website layout discussion with KP – complete
  - Lay out and analysis document design discussion with team – incomplete
  - SQL Server R&D – complete
  - Testing XML object retrieve in SQL Server 2012 – complete
- CW:
  - List and confirm the documents for project audit 1 – complete
  - Create Project DSDM Terms of Reference – complete
  - Hold the team meetings – complete
  - Create team meeting agenda – complete
  - Create team meeting minutes – complete
  - Update project diary – complete

#### **Topic 4 Planning tasks for next week (08/08/16 – 14/08/16)**

- PC:
  - Create diagram
  - Create simple code for application
  - Try to make the code work in different machines
- KP:
  - Search the Atern Handbook from their website
  - Found a synopsis about the DSDM sample project management
- HK:
  - Create diagram with PC
  - Do the approach and project analysis for methodology
  - Do the approach and project analysis for methodology
- CW:
  - Draft progress report for project audit 1
  - Create Project DSDM Project Roles Summary

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- Hold the meetings (advisor meeting and team meeting)
- Create meeting agenda (advisor meeting and team meeting)
- Create meeting minutes (advisor meeting and team meeting)
- Update project diary





**Topic 5 Confirmation of next meeting**

Next Team Meeting: 14/08/2016 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		07/08/16
Kwinno Pineda		07/08/16
Hardik Kansara		07/08/16
Changming Wu		07/08/16

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