

# [Database Evaluator] Meeting Minutes

**Meeting Date**

[22/08/16]

**Meeting Time**

03:00 pm

**Location**

[B105 B block]

**Meeting Leader**

Changming Wu

**Meeting Purpose**

Review the status of week 6 (15/08/16 – 21/08/16) and discuss the development of Iteration 2 of Exploration Phase

**Project Purpose****Participant Names****Attended?**

Changming Wu

Hardik Kansara

Kwinno Pineda

Patrick Cura

**Agenda Item**

1. Review the status of project

2. Discuss the development of Iteration 2 of Exploration Phase

3. Confirmation of next meeting

**Additional Item**

1. Discussion and identification the responsibility of documents for each phase of DSDM

**Minutes****Topic 1 Review the status of project**

Date	Changming Wu	Hardik Kansara	Kwinno Pineda	Patrick Cura	Weekly Total Hours
15/08/16 - 21/08/16	42.5	42	34	32	150.5

**Current total hours:** 659 hours

Timecard: Checked

Personal Log: Checked

Project Diary: Updated

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

Backup tested: *Yes, Tested on 14/08/2016***Issue:**

The progress of schedule: behind the planned schedule one week

Reason:

A lot of changed of the documents including project proposal, Gantt Chart, client brief document and methodology. We had to plan the tasks to meet the methodology and goals.

**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 2 of Exploration Phase**

Task Name	Duration	Resource Names
<b>Iteration Two</b>	<b>10 days</b>	
Website: Program the Register Form	3 days	Kwinno Pineda
Website: Program the Login Form	3 days	Kwinno Pineda
Website: Verification of the Customer Email Address	3 days	Kwinno Pineda
Website: Basic Account User Page	1 day	Kwinno Pineda
Submit Test Report Iteration Two (Website)	1 day	Kwinno Pineda
.exe App: Create Virtual SQL Server Test	5 days	Hardik Kansara,Patrick Cura
.exe App: Basic GUI Design Unit and Test	5 days	Hardik Kansara,Patrick Cura
.exe App: Create Virtual SQL Server Test	5 days	Hardik Kansara,Patrick Cura
.exe App: Basic Saving of Dump file with Test	5 days	Hardik Kansara,Patrick Cura
Submit Test Report Iteration Two (.exe App)	1 day	Hardik Kansara,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 Confirmation of next meeting**

Next Team Meeting: 28/08/2016 11:00 am, B105 B Block

**Minutes of Additional Item**

1. Discussion and identification the responsibility of documents for each phase of DSDM

Pre-Project	Responsibility
DeliveryApproachDefinition.doc	CW
ManagementFoundations.doc	
Project Manager.doc	
Project Roles Summary.doc	
Team Leader.doc	
Technical Coordinator.doc	
TermsOfReference.doc	
<b>Feasibility</b>	CW/HK
FeasibilityAssessment.doc	
OutlinePlan.doc	

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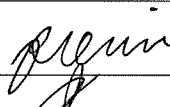

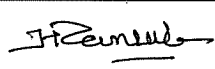
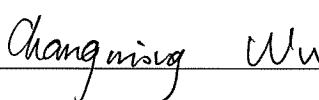
<b>Foundations</b>	
BusinessAreaDefinition.doc	CW/HK
BusinessFoundations.doc	CW/HK
DeliveryApproachDefinition.doc	CW/HK
FeasibilityAssessment.doc	KP
Issue Register.xls	KP/PC
ManagementFoundations.doc	CW
OutlinePlan.doc	CW/HK
PrioritisedRequirementsList.doc	CW/HK
Risk Log.xls	KP/PC
SystemArchitectureDefinition.doc	PC
<b>Exploration</b>	
Issue Register.xls	KP/PC
PrioritisedRequirementsList.doc	CW/HK
Risk Log.xls	KP/PC
Testing Log.xls	KP/PC
<b>Engineering</b>	
Issue Register.xls	KP/PC
PrioritisedRequirementsList.doc	CW/HK
Risk Log.xls	KP/PC
Testing Log.xls	KP/PC
<b>Post Project</b>	
Solution Developer.doc	KP/PC
Solution Tester.doc	ALL

2. Week 7 (22/08/16 – 28/08/16)  
Focus on the documentation of Pre-Project and Feasibility Phase to meet the all documents of DSDM

**Closing of Meeting**

Closing of the meeting took place at 04:00 pm

**Confirmed as true and correct record**

Name	Sign	Date
Patrick Cura		22/08/16
Kwinno Pineda		22/08/16
Hardik Kansara		22/08/16
Changming Wu		22/08/16

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