

[Database Evaluator] Meeting Minutes

Meeting Date
[30/08/16]

Meeting Time
11:00 am

Location
[Level 7 T block]

Meeting Leader Changming Wu

Meeting Purpose Review documents and the status of project

Project Purpose

Participant Names

Attended?

Steve McKinlay

Changming Wu

Hardik Kansara

Patrick Cura

Kwinno Pineda

Action Items from previous minutes

1. Review requirements analysis document

Agenda Item

1. Review Feasibility assessment document
2. Review system analysis and design document
3. Review the weekly progress report (week 7)
4. Sign of Pre-Project Phase Tasks and milestone and last meeting minutes
5. Confirm next advisor meeting

Minutes

Topic 1 Review requirements analysis document and system analysis and design document

Steve:

Did not have any detail comment of these documents because these documents did not include any specified detail about exactly what the project is going to do.

What parameter will be analysed?

How and what the parameter is going to be?

What adjustment of this project is going to make about parameter?

What's the report based on the parameter?

The main things of the product are going to do should be explained clearly in the document.

Hardik explained the particular part of this project through using the demo of client application and database evaluator.

After Hardik demonstrated the demo and explanation.

Steve:

Try to document to explain test server pack, list all functionality and every single thing with analysis and explain what the outcome will be.

Parameter and database status will be analysed?

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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It's still for testing. The testing will match up the functional list.

Topic 2 Review Feasibility assessment document

Does project team create all the support documents of DSDM documents?

Steve:

It is quite good to create support documents. Following the DSDM methodology, pick up and tailor the documents which are suitable this project. And to explain what and why project team create these documents.

Topic 3 Review the weekly progress report (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.

Project team did the project smoothly in week 7 and nearly to catch the planning schedule.

See Week Progress Report –Week 7 for details

Topic 4 Sign of Pre-Project Phase Tasks and milestone and last meeting minutes

Project team showed and explained the document of Pre-project phase tasks and milestone. What main documents and supporting documents has been created during the Pre-project phase.

Steve read and signed documents including the Pre-project phase tasks and milestone document, Progress Report of week 7, meeting agenda and last meeting minutes during the meeting.

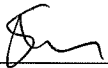
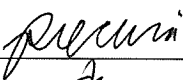


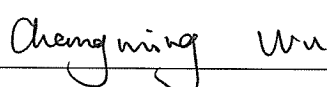
Topic 5 Confirm next advisor meeting

Next Advisor Meeting: 06/09/2016 11 am Level 7 T Block

Closing of Meeting

Closing of the meeting took place at 11:30 am

Confirmed as true and correct record

Name	Sign	Date
Dr. Steve McKinlay		6/9/16
Patrick Cura		6/9/16
Kwinno Pineda		06/09/16
Hardik Kansara		06/09/16'
Changming Wu		06/09/16

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