

# [Database Evaluator] Meeting Minutes

**Meeting Date**

[24/07/16]

**Meeting Time**

11:00 am

**Location**

[B105 B block]

**Meeting Leader**

Changming Wu

**Meeting Purpose Project Purpose**

Discuss the new methodology and review the status of project

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

Changming Wu

Hardik Kansara

Kwinno Pinede

Patrick Cura

**Agenda Item**

1. Change and discuss about the new methodology (after meeting with Robert)
2. Review the status of project
3. Planning the tasks for next week
4. Confirmation of next meeting

**Minutes****Topic 1 Change and discuss DSDM**

- DSDM Atern (Dynamic System Development Model Atern)
  - An agile development framework
  - The time and cost for DSDM Atern are fixed
  - Scope is the only one factor could be change mostly in this project (In this project, we do not have a particular client).
  - Follows a reverse triangle planning
  - Can be used as the guide in setting the dates, and distributing and prioritizing tasks
  - Project in a Box provides some templated documents of DSDM Atern
- 7 phases
  1. Pre-project
  2. Feasibility
  3. Foundation
  4. Exploration
  5. Engineering
  6. Deployment
  7. Post-project

**Topic 2 Review the status of project**

- Last week (11/07/16 – 17/07/16)
  - CW: 25 hours
  - HK: 21 hours
  - KP: 26 hours
  - PC: 27 hours
  - Total: 99 hours

**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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➤ This week (18/07/16 – 24/07/16)

- CW: 26 hours
- HK: 22 hours
- KP: 21 hours
- PC: 21 hours
- Total: 90 hours

**Topic 3 Planning the tasks for next week (25/07/16 – 31/07/16)**

PC:

- Add some functionalities to sample code:
  - Ability to get server names from machine
  - Fixed Visual Studio Debug not working
  - Updated DB Connection Code
- Add instances dropdown to sample UI
- Add Splash Screen to sample UI
- Add sample code for creating xml from tables
- Add initial time box items
- Add Diagram for project

KP:

- Read the DSDM Atern in the Project in a Box
- Study DSDM Lifecycle, Core techniques, Roles, Deadlines
- Research for DSDM
  - Watch Video tutorial of DSDM
  - Read some articles DSDM
- Read the Atern Handbook on the dsdm.org and study it much detailed over 50 pages I think

HK:

- Update Executive Summary and Opportunity Context
- Update System Outline, SQL Server 2012 installation
- SQL Server instance configuration with PC
- Identify the options and queries to get all SQL instances in network
- Create windows 2012 with SQL 2012 VM for testing connection string and all

CW:

- Create client brief document
- Updated project diary
- Do research and study of Methodology -- DSDM Model
- Create team contract
- Create communication plan
- Hole the team meeting
- Create team meeting agenda
- Create team meeting minutes
- Update project diary




**Topic 4 Confirmation of next meeting**

Next Team Meeting: 31/07/2016 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		24/07/16
Kwinno Pineda		24/02/16
Hardik Kansara		24/07/16
Changming Wu	Changming Wu	24/07/16