

[Database Evaluator] Meeting Minutes

Meeting Date

[10/08/16]

Meeting Time

14:00

Location

[Level 7 T block]

Meeting Leader

Changming Wu

**Meeting Purpose
Project Purpose**

Review project proposal of Database Evaluator

Participant Names**Attended?**

Steve McKinlay

Changming Wu

Hardik Kansara

Kwinno Pinede

Patrick Cura

Agenda Item

1. Review project proposal

2. Discussion about project/deliverables

3. Discussion about methodology

4. Discussion about customer - data security

5. Confirmation of next meeting

Minutes**Topic 1 -3**

Steve presented the uncertain points of documents including project proposal, client brief document, team contract and project plan.

1) Confused on what specific design and functions of this project.

2) Poorly presented of design and functions of this project. Such as: Security loopholes, risks, client's database or basic parameter and DSDM

Incorrect responsibility of project advisor

3) Project plan does not state the phases of DSDM

Solution:

1) Hardik used the activity diagram to explain the design concept of this project.

2) Kwinno explained the DSDM which methodology we have decided to use in our project.

Responsibility:

Hardik will follow the uncertain points and suggestion to change the documents

Topic 4**Data security issue:**

Customers will execute the application to generate a xml file about the basic parameters of their database. Then they will upload the xml file via the website. There has data security issue of generate and upload the xml file.

Suggestion:

Steve suggested us to encrypt the xml file which will be generated by application.

Hardik suggested and tried to take input data security with encrypted xml file.

Adapted from: Fast Foundation for Project Management – Meeting Agenda& Minutes Record

Reference The Fast Forward MBA in Project Management, Chapter 10-11

Filename: Advisor Meeting Minutes for 10-08-16 (2).doc

Responsibility:

Patrick and Hardik will work on data security issue with those suggestions.


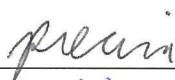



Topic 5

Next Advisor Meeting: 16/08/2016 11 am Level 7 T Block

Closing of Meeting

Closing of the meeting took place at 15:00

Confirmed as true and correct record

Name	Sign	Date
Dr. Steve McKinlay		
Patrick Cura		16/08/16
Kwinno Pineda		16/08/16
Hardik Kansara		10/08/16
Changming Wu		16/08/16