

[Database Evaluator] Meeting Minutes

Meeting Date

[14/08/16]

Meeting Time

11:00 am

Location

[B105 B block]

Meeting Leader

Changming Wu

Meeting Purpose

Discuss the contents of advisor meeting agenda and confirm the status of the 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. Confirm the status of 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
- ❖ Review Gantt Chart
- ❖ Review the project's status (including progress, tasks, logs and hours)
 - Time: 08/08/16- 14/08/16
 - The progress of schedule: behind the planned schedule one week
 - Tasks list
 - Reviewed and edited the documents with the suggestion of Steve and Robert
 - Prepared the documents for project audit 1
 - Update the project diary
 - Discussed and created data flow diagram and activity diagram
 - Weekly total hours: 100.5 hours

Topic 2 Confirm the status of the documents for project audit

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

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

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

Filename: Team Meeting Minutes for 14-08-16 (1).doc

- Project Management Plan – COMPLETE (CW)
- Project Communication Plan – COMPLETE (CW)
- Project DSDM Terms of Reference – COMPLETE (CW)
- Project DSDM Project Roles Summary – COMPLETE (CW)

Topic 3 Review the status of project

- Already 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.

Solution: Fast tracking. We will do the some tasks as same time. (But it involves risk that could lead to increased cost and some rework later)

- This week (08/08/16 – 14/08/16)

- CW: 25 hours
- HK: 23 hours
- KP: 24.5 hours
- PC: 28 hours
- Total: 100.5 hours

- The planning tasks (08/08/16 – 14/08/16)

PC:

- Create diagram with HK– complete use case diagram and activity diagram
- Create simple code for application – complete the sample code for getting list of database
- Try to make the code work in different machines – complete
- Help PM to edit documents – complete

KP:

- Search the Atern Handbook from their website – complete
- Found a synopsis about the DSDM sample project management – complete
- Edit and complete Gantt Chart – complete
- Help PM to edit documents – complete

HK:

- Create diagram with PC– complete use case diagram and activity diagram
- Do the approach and project analysis for methodology – incomplete
- Help PM to edit documents – complete

CW:

- Draft progress report for project audit 1– complete
- Create Project DSDM Project Roles Summary – complete
- Hole the meetings (advisor meeting and team meeting) – complete
- Create meeting agenda (advisor and team) – complete
- Create meeting minutes (advisor and team) – complete
- Update project diary – complete

Topic 4 Planning for next week (15/08/16 – 21/08/16)

PC:

Work on and complete the requirements analysis document with HK
Update the sample UI

KP:

Work on the website pages

HK:

Work on and complete the requirements analysis document with PC

CW:

- Create project documentation
- Hole the meetings (advisor meeting and team meeting)
- Create meeting agenda (advisor and team)

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

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- Create meeting minutes (advisor and team)
- Update project diary

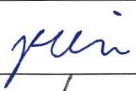

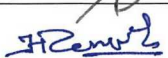

Topic 5

Next Team Meeting: 21/08/2016 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		19/08/16
Kwinno Pineda		14/08/16
Hardik Kansara		14/08/16
Changming Wu		14/08/16