GROUP 06 – Employee Attendance Monitoring System

MINUTES OF MEETING

05-12-2022

AGENDA

- Understanding the project
- Discuss the queries on case study
- SRS Document preparation
- Data Flow Diagrams

Action:

Action Item	Team Member	Planned Finish Date
Discussing the Case study	Preetu S (user 33) Soundarya (user 30) Machupalli Swetha Reddy (user 29) Usenbi Shaik (user 32) Buragala Jyothi (user 31)	05-12-2022
Folders creation	Preetu S (user 33) Soundarya (user 30) Machupalli Swetha Reddy (user 29) Usenbi Shaik (user 32) Buragala Jyothi (user 31)	05-12-2022
SRS preparation	Preetu S (user 33) Soundarya (user 30) Machupalli Swetha Reddy (user 29) Usenbi Shaik (user 32) Buragala Jyothi (user 31)	05-12-2022
Design	Preetu S (user 33) Soundarya (user 30) Machupalli Swetha Reddy (user 29) Usenbi Shaik (user 32) Buragala Jyothi (user 31)	05-12-2022
Coding	Preetu S (user 33) Soundarya (user 30) Machupalli Swetha Reddy (user 29) Usenbi Shaik (user 32) Buragala Jyothi (user 31)	05-12-2022

06-12-2022

AGENDA

- Status check on the previous meeting points
- Modification of design documents and story board
- Creation of Header file
- Creation of Menu file
- Creation of functions

Action:

Action Item	Team Member	Planned Finish Date
Presentation	User29(M Swetha Reddy)	07-12-2022
Designing	User32 (Usenbi Shaik)	06-12-2022
Testing	User30 (Soundarya)	07-12-2022
Documentation	User31 (Buragala Jyothi)	08-12-2022
Coding	User33 (Preetu S)	09-12-2022

07-12-2022

AGENDA

- Status check on the previous meeting point
- Design Review
- Creation of Functions
- Coding Guidelines and creating validations for functions
- Coding for file handling

Action:

Action Item	Team Member	Planned Finish Date
Presentation	User 31 (Buragala Jyothi)	12-12-2022
Designing	User 32 (Usenbi Shaik)	09-12-2022
Testing	User 30 (Soundarya)	10-12-2022
Documentation	User 29 (M Swetha Reddy)	09-12-2022
Coding	User 33 (Preetu S)	11-12-2022

08-12-2022

AGENDA

- Discuss on Data Flow Diagram (DFD)

- Discuss on Flow Chart

Action:

Action Item	Team Member	Planned Finish Date
Presentation	User 30 (Soundarya)	09-12-2022
Designing	User 31 (Buragala Jyothi)	07-12-2022
Testing	User 29 (M Swetha Reddy)	08-12-2022
Documentation	User 33 (Preetu S)	10-12-2022
Coding	User 32 (Usenbi Shaik)	11-12-2022

09-12-2022

AGENDA

- Code Inspection Log
- Tools Report
- Make file
- Uploading documents in GitHub

Action:

Action Item	Team Member	Planned Finish Date
Presentation	User 32 (Usenbi Shaik)	12-12-2022
Designing	User 30 (Soundarya)	08-12-2022
Testing	User 33 (Preetu S)	09-12-2022
Documentation	User 29 (M Swetha Reddy)	07-12-2022
Coding	User 31 (Buragala Jyothi)	11-12-2022