

Checkpoint Meeting Minutes

Group Identifier:

8

Date of Meeting:

04	03	2016
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Attendance Register:

Name	Present
Fahad Chowdhury	X
Gowthaman Sithamparapillai	X
Marjana Chowdhury	X
Nazifa Islam	X
Oleksiy Chornobay	X

If present mark with (X), approved absence (A), otherwise leave blank

Progress review of last week 26/02/2016 – 04/03/2016

Name	Task Description	Task Status
Fahad	Start integrating the system together	O
Gowthaman	Start integrating the system together	O
Marjana	Start integrating the system together	O
Marjana	Complete all requirements	O
Nazifa	Start integrating the system together	O
Nazifa	Complete all requirements	O
Oleksiy	Start integrating the system together	O
Oleksiy	Start integrating the system together	O

Max three rows per group member. Task status: (C) completed (O) ongoing (X) no report

Plan for next week 04/03/2016 – 11/03/2016

Name	Task Description	Task Status
Fahad	Start integrating the system together	O
Gowthaman	Start integrating the system together	O
Gowthaman	Update the database again and update code so that it only uses one database.	O
Marjana	Start integrating the system together	O
Marjana	Complete all requirements	O
Marjana	Start to connect to database	O
Nazifa	Start integrating the system together	O
Nazifa	Complete all requirements	O
Oleksiy	Start integrating the system together	O
Oleksiy	Start integrating the system together	O

Max three rows per group member. Task status: (N) new (O) ongoing (X) no report

Issues and Risks:

- Marjana and Nazifa feel it is taking them longer than expected to complete their modules. Both feel they are making very slow progress.
- Begin to integrate the system as soon as possible or the group may not have enough time before the deadline.