# Checkpoint Meeting Minutes

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| 8 |

## Group Identifier:

|  |  |  |
| --- | --- | --- |
| 04 | 03 | 2016 |

## Date of Meeting:

## 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

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| --- | --- | --- |
| **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

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| --- | --- | --- |
| **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

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| --- |
| 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. |