**Minutes of Quality Audit (13 Aug 2011)**

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| **Participants** | **Role** |
| Dave Hufton | Quality Auditor |
| Maung Tin Kyaw Oo | Technical Lead |
| Tran Ba Tien | Project Manager |
| Koh Ming Jin | Project Member |
| Junaith | Project Member |
| Chang Parkk Khiong Alvin | Quality Manager |
| Phyo Phyo Lwin | Project Member |

**Issues from Previous Quality Audit**

| **S/N** | **Issue** | **Details** | **Action** | **Remarks** |
| --- | --- | --- | --- | --- |
| 1 | Cover page of Documents | All the Documents must have same type of cover page. | Tran Ba Tien | Completed |
| 2 | Minutes | There must be Minutes for every meeting held. | Junaith | Minutes have been taken for all subsequent meetings. |
| 4 | Roles of Members | Dave asked what the roles of each member are and the task assigned to each person. | Tran Ba Tien | Roles have been assigned to each member. Refer to project plan for details |
| 5 | View Minutes | Dave took a look at the minutes and suggested that it should also contain the issues discussed last week as well as the Action column. | Junaith | Corrective action has been taken for all meeting minutes |
| 6 | Update Project Plan | Dave asked the Project Plan to be updated with information using Costar. | Koh Ming Jin | Completed |
| 7 | Re allocation of work load | The work load of Tran Ba Tien and Maung Tin Kyaw Oo are very high, hence Dave asked the workload to be redistributed across the team. | Tran Ba Tien | Work load has been redistributed across the project team members. Please refer to project plan for role assignment. |
| 8 | Updating of staff effort estimate | After the work load is redistributed the staff effort estimate must be updated. | Tran Ba Tien | Staff effort has been updated. Please refer to project plan for details. |
| 9 | Resubmission of (7 and 8) | Dave asked the team to resubmit the above changes (7 and 8) during the presentation on 09 Apr 11. | Tran Ba Tien | Completed |
| 10 | Documents and Minutes | Dave said that the changes made in any documents must reflect according to the Minutes. | Junaith | Noted |
| 11 | Delegation of work | Dave mentioned that the delegation of work must be changed in the Quality Plan. | Alvin Chang | Changed to reflect that delegation of work to be noted in project plan only |
| 12 | Actual System | The team was asked to bring the actual system for the next meeting. | Tran Ba Tien | Dave was shown the full SVN (most updated) during the current meeting |
| 13 | Review of previous Minutes | Dave said that the Actions set in the previous Minutes must be reviewed in the next Minute/meeting. | Junaith | Noted |
| 14 | Time sheet | Update Time sheet to indicate the number of hours of each staff’s effort for the month. | All | Updated for all project members |
| 15 | Gantt Chart | Use Gantt chart to keep track control on the Project. | Tran Ba Tien | Completed |
| 16 | Situation report | Dave suggested using MS Excel to create and update situation reports. | Tran Ba Tien | Noted |
| 17 | Bring 2 laptops | Dave suggested to bring 2 laptops during audit / presentation | Tran Ba Tien | Noted |
| 18 | Confirmation to Quality Plan | Dave mentioned that activities and naming convention must confirm to what is written in the Quality Plan. | All | Documents have been reviewed to ensure conformity to the naming convention |
| 19 | Internal review | Dave asked if the items to be submitted were reviewed internally before submission and asked for proof of evidence. | Tran Ba Tien | Reviews were conducted, however the review forms were not completed. |
| 20 | Review Template | For the above mentioned Internal Review there must be templates to fulfil the Review purpose. | Tran Ba Tien | Noted. |
| 21 | Remove Work Instruction | Dave asked the Work Instruction to be removed from Quality Plan. | Alvin Chang | Completed |
| 22 | Reflection of Minutes | Dave mentioned that the Minutes must be reflected in the Quality Plan | Alvin Chang | Completed |
| 23 | Changes made must be reflected | Any changes made must be reflected in the relevant documents as well the Minutes | All | Completed |
| 24 | Meeting | Dave suggested the team to have meeting every week. | Tran Ba Tien | Due to work / personal commitments for the team members, meetings were held every 2-3 weeks |
| 25 | Filing system | Dave appreciated the team’s online filing system and said would like to have a look at it in the next meeting. | Tran Ba Tien | Dave was shown the SVN. |

**Issues for Current Quality Audit**

| **S/N** | **Issue** | **Details** | **Action** | **Remarks** |
| --- | --- | --- | --- | --- |
| 1 | Quality Audit Minutes | Dave suggested to have separate minutes for quality audit | Alvin Chang |  |
| 2 | Minutes | Minutes should be updated once action items complete | Junaith |  |
| 3 | Implementation Plan | Implementation plan should be created to include more detailed task breakdown, especially for software development tasks, and the assigned personnel | Tran Ba Tien |  |
| 4 | Situation Report | Dave suggested for next meeting to show situation report using Excel | Tran Ba Tien |  |
| 6 | Gantt Chart | Update current progress in Gantt Chart | Tran Ba Tien |  |
| 7 | Development Framework | Create common classes / objects to be used as baseline for software development | Tin Kyaw Oo |  |
| 8 | Coding / Unit Testing | Dave suggested to combine coding and unit testing as single task | Tran Ba Tien |  |
| 9 | Review Form Template | For changes to all documents, review form has to be completed. Template to be created  Current Amendment form in Quality plan to be replaced by Review Form Template | Koh Min Jin  Alvin Chang |  |
| 10 | Master File Directory / File Content Form | These are to be updated with the current information. The MFD should contain the top level directories, and the File content form should be the items in the sub-directories. | Junaith |  |
| 11 | Bug Tracking System | A bug tracking system is to be set up to track bugs. | Tin Kyaw Oo |  |
| 12 | UCRR sign off | Each UCRR to have sign off page, and signed off by Project Manager | Koh Ming Jin, Phyo Phyo Lwin, Alvin Chang |  |
| 13 | System Testing Preparation | Dave suggested to start allocating work tasks to prepare for system testing | Tran Ba Tien |  |
| 14 |  |  |  |  |