**Minutes of Meeting held on 19 Mar 2011**

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| **S/N** | **Members Present** | **Remarks** |
| 1 | Maung Tin Kyaw Oo |  |
| 2 | Phyo Phyo Lwin |  |
| 3 | Tran Ba Tien |  |
|  | **Members Absent** |  |
| 1 | Koh Ming Jin | Work commitment |
| 2 | Junaith | Work commitment |
| 3 | Chang Parkk Khiong Alvin | Overseas trip |

**Issues from last meeting**

| **S/N** | **Issue** | **Action to be taken** | **Person in charge** | **Remarks** |
| --- | --- | --- | --- | --- |
| 1. | The Quality Plan was reviewed | Members to suggest and agree to the existing plan or any changes to the plan be made where if necessary. | All | - |
| 2. | SVN (Subversion for version control) | Alvin is to set up svn in Google for version control. | Alvin | This is to help keep track of the changes / versions. |
| 3. | User Representative was change from Tran Ba Tien to Truong Thieu Duong | - | - | - |
| 4 | Additional Project Plan Reviwer | Truong Thieu Duong is added as an additional Project Plan Reviwer. | Truong Thieu Duong | - |
| 5 | New Reviewer roles for assigned Maung Tin Kyaw Oo | The following roles are newly assigned :   * System Specification (1st Draft) * Enhancement Specification (1st Draft) * System Test Plan * Software Config. Man. Doc. | Maung Tin Kyaw Oo | These are additional roles for  Maung Tin Kyaw Oo |
| 6 | Change of role in System Test Plan | Maung Tin Kyaw Oo replaces Alvin Chang as a reviewer for System Test Plan | Maung Tin Kyaw Oo | - |
| 7 | Missing templates | To email and ask Dave for the missing templates | Tran Ba Tien | - |
| 8 | Bug tracking | Tran Ba Tien suggested to use bug tracker to keep track of bugs and the changes made | Tran Ba Tien | - |
| 9 | Final sign off from Client | It can be sent via fax or post by the client to the project group. | All |  |
| 10 | Updating of roles and responsibilities | The roles and responsibilities of the team members will be updated in the Quality Plan | Chang Parkk Khiong Alvin | This is to reflect the new / changes in roles and responsibilities |
| 11 | Observation report | The Enhancement Specification document will record the list of changes specified in the Change Request Forms. | Tran Ba Tien | - |
| 12 | Record of Changes | The changes for the source code can be referenced via the version history stored in the version control in our softcopy store(i.e. subversion). | Tran Ba Tien | - |
| 13 | Changes in functional requirement | Some part of the functional requirements were modified | Tran Ba Tien | - |
| 14 | System Specification | Any changes will be communicated to the project team via email and/or phone. | Maung Tin Kyaw Oo | - |
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**Current Issues discussed**

| **S/N** | **Issue** | **Action to be taken** | **Person in charge** | **Remarks** |
| --- | --- | --- | --- | --- |
| 1. | Deliverables | Project Plan, Quality Plan, User Requirement Specs.  - Hard copies: hand in during quality audit.  - Soft copies: upload to team's folder under Deliverables workbin, SE Project module before Saturday 9th April. | Nil | - |
| 2 | Quality Audit | - We're required to present our project files for quality audit. | All | - On Saturday 2nd April, our team's slot is 9.45 - 10.30am, meeting room S3-2 on the 3rd floor  -Assessment criteria are written in attached PPT file. |
| 3 | Presentation | - We should address the following:   * Introduction to the project (project background etc). * Overview of the user requirements. * Discussion of project risks. * Discussion of technical challenges. * Discussion of your overall project strategies (both management and technical). * Presentation of your projects plans, including estimates and schedule. Your presentation should include a justification for your effort estimates. * Report on overall project progress so far against the plans *(planned versus actuals*), including a discussion of reasons for differences (if any). * Discussion of management *problems* that may have occurred during this first phase of the project (such as the need to de-scope, loss of man-power, falling behind schedule etc), including a description of your solutions. | All | On Saturday **9th April**, our team's slot is 10.00 - 10.45 am, classroom 3-3 |
| 4 | Peer Assessment Form | - Soft copy must be uploaded to our team's folder in the Peer Assessment workbin. | All | (attached in the email): due by **25th April 2011** |
| 5 | Printing and signing final copy | After Tran Ba Tien emails the final copy that needs Maung Tin Kyaw Oo’s signature, Maung Tin Kyaw Oo is to print out and sign it. | Maung Tin Kyaw Oo | - |
| 6 | Risk Analysis | Work on the risk analysis and send to Tran Ba Tien before Friday | Phyo Phyo Lwin | - |
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