**Minutes of Meeting held on 02 Apr 2011**

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| **S/N** | **Members Present** | **Remarks** |
| 1 | Maung Tin Kyaw Oo |  |
| 2 | Tran Ba Tien |  |
| 3 | Koh Ming Jin |  |
| 4 | Junaith |  |
|  | **Members Absent** |  |
| 1 | Chang Parkk Khiong Alvin | Overseas trip |
| 2 | Phyo Phyo Lwin | Went to Hospital |

**Issues from last meeting**

| **S/N** | **Issue** | **Details** | **Action** | **Remarks** | **Status** |
| --- | --- | --- | --- | --- | --- |
| 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 | - | Done |
| 6 | Risk Analysis | Work on the risk analysis and send to Tran Ba Tien before Friday | Phyo Phyo Lwin | - | Done |
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**Current Issues Discussed**

| **S/N** | **Issue** | **Details** | **Action** | **Remarks** | **Status** |
| --- | --- | --- | --- | --- | --- |
| 1. | Quality Audit | Make changes as advised | All | During the Quality audit on 02 Apr 11 with Dave, he suggested as to make some changes and gave other useful information on our project. | - |
| 2 | Cover page of Documents | All the Documents must have same type of cover page. | - | - | - |
| 3 | Minutes | There must be Minutes for every meeting held. | Junaith | The Minutes must have full details about the attendees, issues discussed and solutions proposed and actions taken and to be taken. |  |
| 4 | Roles of Members | Dave asked what the roles of each member are and the task assigned to each person. | - | - |  |
| 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 | - |  |
| 6 | Update Project Plan | Dave asked the project Plan to be updated with information using Costar. | Koh Ming Jin | - |  |
| 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 | This is to ensure that Tran Ba Tien and Maung Tin Kyaw Oo are not over loaded as well as others also fairly share the work load. |  |
| 8 | Updating of staff effort estimate | After the work load is redistributed the staff effort estimate must be updated. | Tran Ba Tien | This is to reflect the estimate of the reallocation of workload for each staff. |  |
| 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. | All | Dave mentioned that we won’t be penaslised for making these changes. |  |
| 10 | Documents and Minutes | Dave said that the changes made in any documents must reflect according to the Minutes. | All | This is to ensure consistency and accuracy. |  |
| 11 | Dedication of work | Dave mentioned that the dedication of work must be changed in the Quality Plan. | Chang Parkk Khiong Alvin | - |  |
| 12 | Actual System | The team was asked to bring the actual system for the next meeting. | All | - |  |
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| 13 | Review of previous Minutes | Dave said that the Actions set in the previous Minutes must be reviewed in the next Minute/meeting. | All |  |  |
| 14 | Time sheet | Update Time sheet to indicate the number of hours of each staff’s effort for the month. | All | This is to indicate how many hours of work that ach staff has contributed and in what are for that month. |  |
| 15 | Gantt Chart | Use Gantt chart to keep track control on the Project. | - | - |  |
| 16 | Situation report | Dave suggested using MS Excel to create and update situation reports. | - | It is better and easier than MS Project. |  |
| 17 | Bring 2 laptops | Dave suggested to bring 2 laptops during audit / presentation | - | This to ensure that there is one available for backup work while the other is used for presentation. |  |
| 18 | Confirmation to Quality Plan | Dave mentioned that activities and naming convention must confirm to what is written in the Quality Plan. | All | - |  |
| 19 | Internal review | Dave asked if the submittal were reviewed internally before submission and asked for proof of evidence. | - | This is to ensure that the team members have reviewed the work and understand the requirements and the changes made. |  |
| 20 | Review Template | For the above mentioned Internal Review there must be templates to fulfil the Review purpose. | - | The template must have 4 or more columns and must capture details (e.g. DateReviewd, Issue, Suggestion, Reviewer’s Name)  There must be templates for (Quality Plan, URS, Project Plan) |  |
| 21 | Remove Work Instruction | Dave asked the Work Instruction to be removed from Quality Plan. | Chang Parkk Khiong Alvin | - |  |
| 22 | Reflection of Minutes | Dave mentioned that the Minutes must be reflected in the Quality Plan | Chang Parkk Khiong Alvin |  |  |
| 23 | Changes made must be reflected | Any changes made must be reflected in the relevant documents as well the Minutes | All | - |  |
| 24 | Meeting | Dave suggested the team to have meeting every week. | All |  |  |
| 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. | - |  |  |
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