Meeting Minutes

Call to Order:

Sixth team meeting of “Internship Management” project was held under the supervision of

Mr.Udara Samarathunge on 24th September 2016 at SLIIT (Lecture Hall : B502).

Attendees:

* Dasuni Kumarapperuma (Leader)
* Chathurika Senarath
* Senuri Sucharitharathe
* Suharsha Mendis

Absentees:

* Nayantara Jeyaraj

Previous Meeting Summary

* Discussion about the overall system development process starting from requirement gathering to end of maintenance phase.
* Divided the main tasks to be completed on the 1st sprint.
* Allocated specific deadlines for each task.

Meeting Minutes

* Main focus of today meeting was to finalize the database and interface issues. With the approval of the supervisor, team members setup a date for testing and to finish the first sprint.
* Checked the completed tasks of each member and discussed on how they should modified if necessary.
* Then we discussed about project related tasks which haven’t implemented yet. With the suggestions of all the members divided those among relevant members.
* Discussed on the changes need to have in notifications and how to allocate space for new vacancies in vacancy page.
* Also discussed on the things need to include in Industrial manager reports.
* Finally we discussed on few issues in questionnaire page and wind up.

Report made by: Suharsha Mendis

Minutes approved by:

Team Member Supervisor

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(Name) (Name)

(Date) (Date)