Meeting Minutes

Call to Order:

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

Mr. Tharindu Perera on 27th August 2016 at SLIIT (Lecture Hall : B502).

Attendees:

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

Meeting minutes:

* Overall briefing on how the system development will proceed initiating from requirements gathering phase to end of maintenance phase. There, we discussed how the Agile Development will be used throughout the system development cycle.
* Assigning project responsibilities to individual group members and briefing on what individual responsibilities included.
  + - Senuri - Documentation
    - Nayantara - Repository maintenance and looking over code

quality.

* Chathurika - Deploying and assist in testing and maintenance.
* Suharsha - Testing (Initiating from Unit Testing)
* Dasuni - Database Administration and Team Lead
* Team - Design and Development
* Discussion of the Requirements Gathering plan.

Important business to be discussed in the next meeting:

* Converting the Business requirements to System requirements.
* Initiate design phase.

Report made by: Dasuni Kumarapperuma

Minutes approved by:

Team Member Supervisor

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(Name) (Name)

(Date) (Date)