Meeting Minutes

Call to Order:

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

Mr.Udara Samarathunge on 3rd 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.All members were agreed to follow agile principles.
* Team members discussed about project related tasks and divided those tasks among members to handle them in an efficient way.

Meeting Minutes

* Main focus of today meeting was to gather client requirement.With the approval of the supervisor, team members set up a date and a time to meet the client.
* Until the requirements are gathered properly, team members decided to hold the process of users stories creation and assignment

Report made by: Senuri Sucharitharathna

Minutes approved by:

Team Member Supervisor

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(Name) (Name)

(Date) (Date)