**Client Meeting Agenda**

**Casual Jobs Database V.1**

|  |  |  |
| --- | --- | --- |
| **Meeting Date** | **Meeting Time** | **Location** |
| [28/09/2020] | 1pm – 2pm | WelTec |

|  |  |
| --- | --- |
| **Client Name:** | **Clement Sudhakar Swarnappa** |
| **Meeting Purpose:** | Get approval for User Manual, Testing Document, Debug Report, Official Project Handover and Back-end RAD Approval. |

|  |  |
| --- | --- |
| **Participants** |  |
| Ruban Ravi Sebastian (2207078) |  |
| Kalaivani Ilango (2208791) |  |
| Supun Chandra Malimage (2193624) |  |

|  |  |  |
| --- | --- | --- |
| **Agenda Item** | **Presenter** | **Time Allotted** |
| 1. Action Items from previous minutes  * Admin panel is removed as it for next year students. * Security and encryption also removed. | Supun | 5 mins |
| 1. Acceptance of previous minutes dated 22/09/2020 | Kalaivani | 5 mins |
| 1. Progress  * Explain the upcoming activities of academic handover | Kalaivani, Ruban, Supun | 5 mins |
| 1. Back-end RAD Approval  * Present the Back-end development and get approval | Supun | 15 mins |
| 1. User Manual  * Present the User Manual and get approval | Kalaivani | 15 mins |
| 1. Testing Document and Debug Report  * Functional Testing * Unit Testing * Integration Testing * Debug Report | Ruban |  |
| 1. Official Project Handover  * Handover the project with all documentations | Supun, Ruban, Kalaivani | 15 mins |
| 1. Discussion about Next meeting date | Supun | --- |