Supervisor Meeting-3

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| Minutes | March 22, 2018 | 1:30 | AMDC403 |

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| Meeting called by | Lyndon |
| Type of meeting | Supervisor Meeting |
| Facilitator | Lyndon |
| Note taker | Krishna (later consolidated by Kosala) |
| Timekeeper | Kosala |
| Attendees | Lyndon, Kosala, Ayub, Migara, Dineth, Liam, Kegan, Krishna, Jimmy, Shenal |
| Apologies |  |

## Agenda topics

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| 12 mins | **Assessment Criteria** | Lyndon |

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| Discussion | * Include design documents and system architecture. * Quality Assurance can include testing * Network level could be different criteria as wel * Research could be separate | | |
| Conclusions | * Discuss it on the group meeting and finalize | | |
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| Action items | | Person responsible | Deadline |
| Discussion in group meeting | |  |  |
| Send the updated doc in an email to Jun | |  |  |

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| 12 mins | **SDLC** | LYndon |

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| Discussion | * Google doc suggested to use. * Once the doc is reasonable send it to Jun so that he can provide feedback. * Key thing is to relate the model selection to the project. |
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| 12 mins | Quality Assurance | lyndon |

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| Discussion | * Ready-made template that needs to be customized to specifics of the project. |
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| 12 mins | Worklogs | lyndon |

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| Discussion | * Setup contribution log for team | | |
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| Action items | | Person responsible | Deadline |
| Create and fill team contribution sheet | | Everyone |  |

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| 12 mins | Advice/Feedback | LYNDON |

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| Discussion | * Reflect on the techniques and process to get user requirements * Use UML diagrams / sequence diagrams if possible * Delegate the tasks and know who is doing what * Scrum/agile is to reduce management overheads * Balance is the key-> no documentation vs too much documentation -> no process vs too much process -> get the work done |
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| Action items | | Person responsible | Deadline |
| Upload the meeting minutes right after the meeting. | | Everyone |  |