Supervisor Meeting - 4

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| Minutes | April 5, 2018 | 1:30 | LIBRARY 3F |

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| Meeting called by | Lyndon |
| Type of meeting | Supervisor Meeting |
| Facilitator | Lyndon |
| Note taker | Krishna |
| Timekeeper |  |
| Attendees | Keagan, Liam, Shenal, Migara, Kosala, Ayub, Dineth, Lyndon, Jimmy, Krishna |

## Agenda topics

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| [Time Allotted] | Deliverables | Lyndon |

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| Discussion |  | | |
| Email Jun the criteria, he will sign in after reading everything | | | |
| Design and Architecture Document should start | | | |
| User Interface prototype would be wireframes | | | |
| Create a rough prototype for presentation? | | | |
| Create a high-level design document | | | |
| Peer reviews to be emailed to Jun individually | | | |
| Use google doc so that everything is accessible by everyone | | | |
| Split the two hour into one hour meeting and one hour work together | | | |
| Set deadlines and make sure everyone submits the allocated task by that time. | | | |
| Delivery phases to be estimated depending on the milestones | | | |
| In Budget section, break it down for different milestones | | | |
| Also budget the time for smaller tasks, and features | | | |
| Budget both for delivery phase and different tasks | | | |
| Week 6 rough architecture finished start Sprint 1 on week 8 | | | |
| Need to complete the test plan before design docs | | | |
| Contribution sheet needs to be done weekly | | | |
| Action items | | Person responsible | Deadline |
| Assement Criteria | | Lyndon | Sunday |
| SDLC | |  | Sunday |
| SQAP | | Krishna, Shenal, Dineth | Tuesday |
| SRS | | Jimmy, Migara | Week 7 |
| Project Plan (High Level) | | Keagan, Liam, Kosala | Tuesday |
| Test Plan | | Ayub | Tuesday |
| Next meeting | | Jun | 16th April |