Supervisor Meeting - 05

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| Minutes | 16/04/18 | 11:30 am | EN609a] |

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| Meeting called by | Jun/Lyndon |
| Type of meeting | Supervisor |
| Facilitator | Lyndon |
| Note taker | Ayub, Liam (reconsolidated by Kosala) |
| Timekeeper | --- |
| Attendees | Every member expect Krishna |

## Agenda topics

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| [Time Allotted] | **Assessment Criteria** | Lyndon |

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| Discussion | * Project Plan increased to 10% (Major part of project) * Test Plan decreased to 5% (Only Test Plan) * Quality Assurance increased to 5% * Supervisor Meetings every Monday and Group Meetings every Thursday * Contribution: Now alongside Peer Reviews as individual percentage. * Task contribution records are now their own criteria (Worklogs etc). Worth 5% * Repository: worth 5% * Prototype: First semester prototype is whatever we decide we want it to be. |

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| [Time Allotted] | **General Questions** | Lyndon |

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| Discussion |  |
| * Will we have to code in first semester? → Not necessarily main idea is to create a prototype | |
| * Can we change elements of SQAP? → Can Change elements of SQAP with good reason * What is minimal expectation with prototype? → Different from one project to another * What happens if plan to work in winter break? → Will be enclosed in the second semester, Will have to maintain work logs as well | |

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| [Time Allotted] | **Sprint Planning** | Lyndon |

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| Discussion | * Team currently creating activity Diagrams, architecture design not yet established. * Project Plan is evolving Document * As the requirements change the test Plan must change. |

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| [Time Allotted] | **Action ITEMS** | Lyndon |

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| Discussion | * Advice on running the team * Client agreement form still has to be signed * Peer Review form pending * Meeting minutes not all there * Do we write meeting minutes for informal meetings? → Not required take down important decisions though | | |
| Action items | | Person responsible | Deadline |
| Meeting minutes must be on consolidated record for each meeting. | | Kosala,Ayub | End Of Week |
| 2 Members must still submit Peer Review Form | | Kosala and ?? | By tomorrow |
| Complete and Sign Off Contribution Sheet | | Everyone | End Of Week |
| Get Client Agreement Form signed | |  | Next Client Meeting |
| Make sure everyone fills in Contributions Sheet | | Migara |  |