Supervisor Meeting

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| Minutes | 23/04/18 | 11:30 am | EN609a] |

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| Meeting called by | Jun/Lyndon |
| Type of meeting | Supervisor |
| Facilitator | Lyndon |
| Note taker | Ayub |
| Timekeeper | --- |
| Attendees | Everyone |

## Agenda topics

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| [Time Allotted] | [**Action items last week** | Lyndon |

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| Discussion | * Team Meetings will have to be sorted * Peer Review Kosala must resubmit * Supervisor → Contribution sheets must be done each week/ must implement prototype now * Work logs will be due each week Sunday 5pm * Contribution sheets must be signed before next supervisor meeting * Client Agreement form sent to client through email * The team doesn’t sign agreement Swinburne will |

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| [Time Allotted] | [**sdlc** | Lyndon |

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| Discussion | * On average how many sprints should be there → no comment on how many but shorter sprints will be beneficial * Document is quite OK * Thinking of combining elements of extreme programming * Submission should follow a broader timeline, can’t be all put to the end |

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| [Time Allotted] | [**Srs** | Lyndon |

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| Discussion | * Not yet looked at |

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| [Time Allotted] | [**Additional** | Lyndon |

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| Discussion | * Need to get updated SQAP plan as soon as possible * Client may have to view quality assurance, SRS and project plan * Test Plan SRS and SQAP must be improved * In winter break we don’t have to meet supervisor but we can if we want to |

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| ime Allotted] | **project plan** | Lyndon |

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| Discussion | * Need to plan for whole project not just for this semester * Supervisor ok with sprint planning after explanation * Gantt chart must have indication by when each feature will be submitted * Gantt chart would have to be a photo not a link * Project Plan will be evolving over time | | |
| Action items | | Person responsible | Deadline |
| Meeting minutes still have to sorted | | Kosala,Ayub | End Of Week |
| Peer Review Form resubmit | | Kosala | By tomorrow |
| Contribution Sheets must be done each week and signed off | | Everyone | Sunday 5pm |
| Test Plan, SRS and SQAP Project Plan still have to be worked on | | Ayub, Krishna, Jimmy and Keagan | Next Supervisor Meeting |