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| Meeting Agenda Team Meeting |

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| Location: | Library 3A |
| Date: | 10/05/2018 |
| Time: | 1pm– 3pm |

# Agenda details:

### **(First half - main meeting - 30 minutes)**

## Standups (5 minutes)

## Action Items from last week (5 minutes)

* 1. Functional Requirements - done
     1. Dineth, Kosala, Ayub, Krishna
  2. Prototype - doing, needs video of prototype
     1. Shenal, Jimmy
  3. Class Diagrams - not done
     1. Migara, Jimmy
  4. System Architecture - not done
     1. Lyndon, Jimmy, Migara, Keagan
  5. Research Report - not done, due tomorrow (friday)
     1. everyone
  6. Research Cleaned Up and uploaded to Git (need to finish the research report)
     1. Keagan, Liam
  7. Documentation and Version Control (need sqap, contribution, and any other things that are coming up
     1. Krishna, Liam
  8. Final Presentation
     1. Lyndon,KEagan, Jimmy, Migara
  9. Non-Functional requirements -
     1. Dineth, Kosala, Jimmy, Migara
  10. Video Streaming - not doing at this point
      1. Everyone

## Review On Last weeks progress (2 minutes)

* 1. Improvements that we want
     1. feedback
     2. techniques and strategies to use to ensure prompt submissions

1. Action items for next week (17 minutes)
   1. finalise documents for Tony to sign off and upload to git (Krishna, Liam, Lyndon, Keagan)
      1. Project plan
      2. Requirements specification
      3. Testing plan
      4. Software Quality Assurance plan
   2. Make sure that the documents are on git (Krishna, Liam)
      1. Project plan
      2. SDLC
      3. Requirements Specification
      4. Testing plan
      5. Quality Assurance
      6. Task Contributions
      7. Meeting Minutes
   3. usability documents with the test plan - end of next week (check document on responsibilities)
   4. finish rough version of the research report - end of this week (check document on responsibilities)
   5. finish software architecture document - end of next week (check document on responsibilities)
   6. work on Prototype document - end of next week (shenal, jimmy)
   7. video presentation - wednesday next week (Lyndon, Jimmy, Keagan)
   8. portfolio compiled - next week
2. next 1.5 hours
   1. work on video production