Team Meeting

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| Minutes | 3/05/18 | 1:00 pm | library 1a] |

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| **Meeting called by** | Lyndon |
| **Type of meeting** | Team |
| **Facilitator** | Lyndon |
| **Note taker** | Ayub |
| **Timekeeper** | --- |
| **Attendees** | Everyone |

Agenda topics

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| [Time Allotted] | [**action Items** | Lyndon |

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| **Discussion** | * Test Plan → Test Cases still need to be worked on * Project Plan → Done * Documents must be reviewed by tony by next week * Research report must be done before presentation * Class Diagrams → next Wednesday * Will use Endnote for references for research report |

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| [Time Allotted] | [**For next few weeks** | Lyndon |

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| **Discussion** | * Multiple versions of documents will have to be uploaded to Git * Research Report → Refer to Research Documents to see who is responsible for what section * User Interfaces have been added to SRS. Using PowerPoint for prototype demonstration * Prototype can’t be operated unless there is some sort of menu ( Discuss with Client) * All 10 members work on the streaming problem together to figure out solution * Sign Contributions sheet on Monday if not then on Thursday * Follow this template for research report → Brief Introduction /Research /why decision was made * Lyndon Responsible for approving Documents class Diagrams etc. |

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| [Time Allotted] | [**Review on last week progress** | Lyndon |

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| **Discussion** | * 3 STRIKE RULE shall be implemented |

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| **Action items** | **Person responsible** | **Deadline** |
| Functional Requirements | Dineth, Kosala, Ayub, Krishna | End of the week |
| Prototype | Shenal, Jimmy | This Week |
| Class Diagrams | Migara, Jimmy | Sunday |
| System Architecture | Lydon, Jimmy, Migara Keagan, | Wednesday |
| Research Report | Refer to research document | Sunday night |
| Research Cleaned Up and uploaded to Git | Keagan, Liam | Wednesday |
| Documentation and Version Control (Git) | Krishna, Liam | Wednesday |
| Final Presentation | Lyndon, Keagan, Jimmy , Migara, | Wednesday |
| Non-Functional requirements | Dineth, Kosala, Ayub, Krishna | End of Week |
| Video Streaming | Everyone |  |