IT314 Software Engineering Team 7

Minutes of Meetings

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DA-IICT, Gandhinagar

NOTE: This document provides brief minutes of our formal group meetings. Apart from these meetings, we discussed all the project related things on our Google group email.

Minutes of Meetings

Meeting #01

Date: 06/01/2013

Members absent: Sumit

- Handshakes and greetings
- Selection of team leader

Meeting #02

Date: 07/01/2013

Members absent: Sumit

- Discussion on what is the aim of this project work and what exactly are we supposed to do
- Brainstorming over different project ideas
- The RC website project idea is chosen as a good option

Meeting #03

Date: 08/01/2013

Members absent: Sumit, Manjit

- Met Prof Anil Roy and discussed the RC website project
- Met the core members of Press Club and learned about their need for a new website for 'Entelechy'
- Narrowed down our options to RC website and Entelechy website.

Meeting #04

Date: 10/01/2013

Members absent: Sumit

- Finalised the Entelechy website project

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Minutes of Meetings

Meeting #05 – 1ˢᵗ Client Meeting

Date: 16/01/2013

Members absent: none.

- Listened to the detailed requirements of our clients
- Discussed the possible solutions
- After the client meeting, we decided on a approximate work distribution plan and approach

Meeting #06 – 2ⁿᵈ Client Meeting

Date: 23/01/2013

Members present : User study team – Abhishek Bohra and Sandeep Mertia

- Requirements Analysis
- Heard the clients perspective on what the users need

Meeting #07

Date: 24/01/2013

Members absent: none

- Touched base – updated each other on our progress
  - Abhishek, Prashant, Akash, Manjit, Sumit and I (Sandeep) finished most of our HTML/CSS learning part
  - Surabhi, Swena, Sonu and Nitish managed to learn the basic functionalities of WordPress

Meeting #08 – 1ˢᵗ Meeting with Prof Sanjay Srivastava, faculty mentor, Press Club

Date: 28/01/2013

Members present : User study team – Abhishek Bohra and Sandeep Mertia

- Requirements Analysis
- Heard Prof Srivastava's perspective on what changes are to be made to the current Entelechy website and what should the new website be like

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Minutes of Meetings

Meeting #09

Date: 31/01/2013

Members absent: none

- Touched base – updated each other on our progress
- Planned for the work to be completed immediately after 1st in-semester exams.

Meeting #10

Date: 04/02/2013

Members absent: none

- Discussed SDLC model for our project
- Discussed and planned the work for SRS document

Meeting #11

Date: 14/02/2013

Members absent: Swena, Manjit

- Discussed the evolutionary SDLC model, which was decided upon after Sandeep and Nitish met Prof Asim Bannerjee on 06/02/2013
- Discussed SRS work and updated each other on our progress

Meeting #12

Date: 16/02/2013

Members absent: Sandeep

- Work Distribution for the remaining SRS document:

  - Sandeep and Abhishek
    - Glossary
    - Analysis of Google form responses (visually eg. pi chart etc)
    - Table of Contents
    - Interview Questions-Answers with Prof Sanjay Srivastava.
  - Akash, Sumit and Manjeet
    - process model description
      - Deliverables

- ▪ Justification etc.

  - • Prashant and Nitish
    - o Project Plan review
  - • Surabhi Sonu and Swena
    - o Use Case Diagrams

- • Identification of unresolved part of SRS such as Communication Interface and Constraints and Limitations

Meeting #13

Date: 17/02/2013

Members absent: Sandeep and Manjeet

- • Agenda:
  - o SRS Compilation,
  - o User Manual discussion (writing user manual before design phase?)
  - o Project Plan Timeline discussion (24 feb to 24 march): this duration corresponds to duration between design end and coding end. This phase will include coding (and design) for all the increments of the product.

- • Discussed Tentative Features to be provided in the increments:
  - • Increment 1:
    1. Moving the website from WordPress 3.1 to 3.5
    2. Category and tag system revision
    3. Fixing Archival system
  - • Increment 2:
    1. Entire UI design
  - • Increment 3:
    1. Recommendation System
    2. User Profile Features.
    3. Notification system

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Meeting #14

Date: 21/02/2013

Members absent: Sumit

- Discussed the review of all Requirement Phase Documents.
- Discussed the details of our Evolutionary SDLC model – features of the three different evolutions, work distribution, delivery dates, etc.

Meeting #15

Date: 23/02/2013

Members absent: Abhishek, Swena and Sumit

- Discussed various issues related to processing and archiving from SQL dump of old website of Entelechy, which was active for Edition 1-23.

Meeting #16

Date: 25/02/2013

Members absent: none

- Discussed the DBMS of the old websites
- Discussed Design phase work
- Discussed Evolution-I and II work – prioritised features and functionalities.
- Discussed work plans during Synapse week.

Meeting #17

Date: 05/03/2013

Members absent: none

- Touched base – updated each other on our progress.
- Discussed the testing of Evolution-I features.
- Discussed issues related to development of Evolution-II

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Minutes of Meetings

Meeting #18

Date: 11/03/2013

Members absent: none

- Touched base – updated each other on our progress.
- Discussed issues related to development of Evolution-II
- Planned the Evolution-III work.
- Discussed work plans in light of 2nd in-semester exams.

Meeting #19

Date: 22/03/2013

Members absent: none

- Touched base – updated each other on our progress.
- Discussed all the work left to be done.
- Discussed work plans during Holi vacations.

Meeting #20

Date: 31/03/2013

Members absent: none

- Touched base – updated each other on our progress.
- Discussed all the work left to be done.
- Discussed the documentation left to be done – test reports, updating user manual, etc.

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