*TEAM wasabi*

fyp Meeting Minutes

Meeting Date: 30/03/2010

Meeting Location: Richa’s House

Recorded By: Richa Dayal

# Attendance

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Present** |
| Varun Khanna | Lead Developer | Y |
| Pawan Gupta | Business Domain Expert | Y |
| Henry Roxas | Database Engineer | Y |
| Vivek Desai | User Interface Designer | Y |
| Richa Dayal | Project Manager | Y |

# Meeting Location

Building: Richa’s House

# Meeting Start

Meeting Schedule Start: 4.00 pm

Meeting Actual Start: 4.30 pm

# Agenda

* **Things to be done**
  + User Guide (done)
  + Update add data (appending date and time to file name)
  + Update add user (change text box to drop down list for role)
  + New UI (template from wed)
  + Edit Images for new UI
* **Documentation List to do**
  + Developer Documentation
    - Use Case Descriptions – Richa, Saturday
    - Data Dictionary (if we have time/feel need) – Henry, Saturday
    - Sequence diagrams (add data left) – Henry, Saturday
    - System Flow Diagram/Information Flow – Henry, Saturday
    - ER/Database Diagram (generated in Visual Studio)
    - Class Diagram
  + User guide (completed – need to put in screen shots)
  + Installation guide
    - Installation file
    - Supporting files
    - Manual
    - Empty SQL code
  + Other Deliverables
    - Project Schedule Plan – Richa, Saturday
    - Meeting Minutes – Done
    - UAT Documents – Richa, Sunday

# Meeting End

# Meeting Schedule End: 11.00 pm

Meeting Actual End: 11.00 pm

# Next Meeting

Next Meeting: 02/04/2010, 4.00 pm, SMU