

Team Meeting

Meeting Minute Number	01
Date	08/05/2014
Time	21:00 – 22:30
Attendees	Chengchi, Ken, Sithu, Kawi, Sithu
Absentees	-
Agenda Topics:	<ol style="list-style-type: none"> 1. Discussion on Requirement Gathering 2. Discussion on Roles and Responsibilities 3. Rough preparation for possible project development plan

S/N	Action items	Person Responsible	Deadline
1.	<p><u>Discussion on Requirement Gathering</u></p> <p><i>Preparation of Interview Question</i></p> <ul style="list-style-type: none"> • Helped to get the answers in the faster way • More organized and easy to prioritize important questions • Sponsor is satisfied with it • More concrete and lesser questions will be better <p><i>Conducting interview</i></p> <ul style="list-style-type: none"> • Good to let Sponsor thinks before the interview • Managed to collect important information • Managed to finish in time • Avoid long-winded questions • Required to draw back Sponsor's attention to important questions • Sponsor seems to have unclear project requirements • Require further elaboration on the definition of CMS 		[Date time]
2.	<p><u>Discussion on Roles and Responsibilities</u></p> <ul style="list-style-type: none"> • Shared team members' preferences 		

	<ul style="list-style-type: none"> • Modified Responsibilities for Lead UI and PM <ul style="list-style-type: none"> ○ Additional Responsibility for Lead UI and PM Work closely with Lead Developer to assist project development • Prepared back-up Roles and Responsibilities for emergency cases <ul style="list-style-type: none"> ○ Case 1: Require Man-Power for Back-end Project Development PM and Lead UI will step in to help out BA will assist PM to do project documentation and project management matters SA and Lead UI will stick to their defined roles and responsibilities ○ Case 2: Require Man-Power for Project Documentation and Project Management matters BA and SA will step in to help out Lead UI, Lead Developer and PM will stick to their defined roles and responsibilities 		
<p>3.</p>	<p><u>Rough preparation for possible project development plan</u></p> <p><i>Consideration of Possible Scenarios</i></p> <p>Scenario 1: Allow to use existing technologies for CMS</p> <ul style="list-style-type: none"> • No need for intensive back-end coding • May not require PM and Lead UI to step in • Target is to complete all core and additional functionalities • Customize the appropriate technologies to support development <p>Scenario 2: Develop from Scratch for the whole CMS</p> <ul style="list-style-type: none"> • Require intensive back-end coding • Require SA to assist Lead Developer in coding • <i>Adopt Man-power plan for Case 2</i> • Negotiate with Sponsor to scope down the project • Discuss the project scope with Prof. Benjamin • Target to complete all core functionalities • Add additional functionalities if the team can 		

Prepared by:

Thandar Wai Myint

Observers:

Ken, Chengchi