INTERNAL MEETING 10

DATE	22/6/17
TIME	2030 - 2200
VENUE	Skype
ATTENDEES	Jaren Jazreel Marcus Shreyas
ABSENTEES	Celestine Jeryl
AGENDA	1. Current Plan for prototyping and meeting with sponsors 2. Plan for detailing pre-development documentation 3. Identify lacking project management details and plan for wiki updates

AGENDA

Item	Description
1	• Prototyping currently completed up till med-fi 2 • Med-fi 2 will be shown to sponsors and hi-fi 1 will be created within the week after eliciting feedback • Hi fi 1 will be sent by email to sponsor for feedback and further updating to hi fi 2 • Prepared that the tasking will spread over to the buffer
2	• Current focus will be to detail out the architectural diagram

3	• Project management scope needs to be updated based on feedback from course coordinator
	• Motivation for the project must be detailed further
	• Project schedule needs to be finalised in 2 phases
	   o First phase for wiki update
	   o 2nd phase for granular task metrics usage
	• Prototyping Persona and scenario documents need additional detailing
	• Task Metrics tracking process needs to be detailed
	• Bug metrics process needs to be detailed
	• Testing methodology needs to be defined and posted
	• Risk management and Change Management Procedures need to be detailed.

The meeting was adjourned at 2200 with the next meeting scheduled on 27/6/17.

[CODE]
BENDERS

TASK LIST

Task	Action by
• Creation of Med and Hi – Fi Prototypes	Jazreel (02/07)
• Working on pre-development documentation and architectural diagram	Jaren + Marcus (02/07)
• Bug metrics process needs to be detailed • Testing methodology needs to be defined and posted	Celestine (02/07)

• Project management scope needs to be updated based on feedback from course coordinator
• Motivation for the project must be detailed further
• Project schedule needs to be finalised in 2 phases
    ○ First phase for wiki update
    ○ 2nd phase for granular task metrics usage
• Prototyping Persona and scenario documents need additional detailing
• Task Metrics tracking process needs to be detailed
• Risk management and Change Management Procedures need to be detailed.
	SK (02/07)

• Prototyping Documentation (Persona + Scenario)	Jaren + SK (02/07)
• Review of submissions and uploading to Wiki	Jeryl (02/07)

These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Vetted by,
Jaren

Vetted by,
Shreyas

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BENDERS