

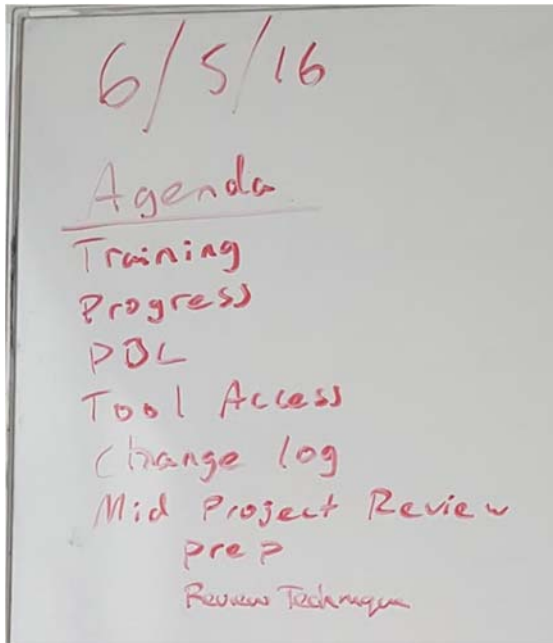
# Minutes - Meeting with Supervisor

Team 18



|      |          |                |       |
|------|----------|----------------|-------|
| Date | 06/05/16 | Duration (hrs) | 1:00  |
| Time | 12:00PM  | Location       | WT711 |

## Agenda



## Action Items

1. Create change documents for project decisions in change folder- Adam
  - a. <https://docs.google.com/document/d/1yXM9bDX3Mk59MljqnIAQBvIsMbjrl760lEs9baot0o/edit> reference
2. Update Issue Log - John
3. Progress is updated on trello board (card with percentage completed) - Miguel
4. Create Architecture Diagrams (AWS icons) - John
  - a. New and old
5. Restructure folder structure of drive - Adam
6. Add the training task to trello and add to burndown chart - Miguel

## Notes

- Use documentation for
  - Project decision Rationale
  - Change log (JIRA) types of changes
    - Issue
    - Change

- Bug
    - Feature alter
  - Review technique document
- Bugs dealing
  - PBL relate to user story involved
- Make document to graph progress of group members training
- Sprint
- PBL
- Architecture
  - static
  - Updated when admin updates
- Client too flexible
  - Adapt to how the client views the project
  - Lack of directive
- Roles

| Attendees       | Role        |
|-----------------|-------------|
| Waquar Hussain  | Supervisor  |
| Adam Campbell   | Team Leader |
| John Cave       |             |
| Miguel Saavedra |             |

### Version

- <v1.0> Document created - 05/03/16
- <v1.1> Changed style of document - 06/03/16

*Recorded by*  
MIGUEL SAAVEDRA