Grade

Introduction Maximum score 10	Refer to final submission (Jin) for final comments. Relevant EA Team members noted and explained. Ampersand is not considered formal writing - consider revising. Good delineation between LoB's, including clear information flows to help reader understand what EA component is supported. Error: GuestNo will adhere to a data format based on the nomenclature adhered to by the database administrator, or equivalent. You can still use "Data Format" but think of it as "Allowed values" instead: https://help.osf.io/article/217-how-to-make-a-data-dictionary Hotel Guest, Employee and Player tables, for example should have once sentence describing them and how they interrelate with each other. In Simarjit's submission: "the aim of this paper is to ..." This is not appropriate for a client to read. The EA Plan must be client-ready and as such, these type of assignment/class references must be avoided.	7 / 10
EA Program Management Maximum score 25	Simarjit's upload: relevant output measures listed. Thorough strategic goals and initiatives listed in table format. SWOT analysis via Simarjit's upload noted, too. Consider legibility with columns in CRUD matrix.	20 / 25
EA Current Architecture Summary Maximum score 35	Why isn't "Information Security" assigned a section number on pg 12 of 25? Similarly, the use case diagram is a figure and must be captioned as such underneath the artefact. Good description of the use case provided though. The following sentence doesn't follow the direction of the assignment preamble as you're tasked to present an EA Plan to your chosen enterprise: "...in depth training program as indicated in the case." The final clause of the sentence isn't suited to a client EA Plan. Consider rewording Pg13: Your Technical Standards Profile is not captioned as a table on the bottom: https://support.microsoft.com/en-us/office/add-format-or-delete-captions-in-word-82fa82a4-f0f3-438f-a422-34bb5cef9c81#:~:text=Add%20captions,-Tip%3A%20If%20you&text=Select%20the%20object%20(table%2C%20equation,as%20a%20figure%20or%20equation.	27 / 35
EA Future Architecture Summary Maximum score 25	Good to notice green shading for table to indicate changes to "existing or current tables." You've indicate the new table includes a password field; are you implying the previous table in current view only had a username field without a password field? This should be made clear to the reader to avoid the client asking these easy questions to your consulting firm. Pg25 of Simarjit's submission: does your glossary include blank entries? Good configuration management BPMN 2.0. Consider using captions (again). Future view CURD well received. Please ensure you clearly and comprehensively reference your strategic goals and initiatives in each section to reinforce any skeptical stakeholders and gain support from even the most stringent project sponsor. Not all projects arrive to completion in industry; however, the more compelling evidence you provide, the harder it is for stakeholders to legitimately reduce support for your proposed initiatives.	20 / 25
EA Glossary and References Maximum score 5	Good meeting minutes and glossary. How could a wider range of supplementary resources been used to build your case further and strengthen your arguments? In-text referencing used correct numbering rather than author names, good. In Simarjit's submission, do all meeting minutes include a title? Do successive meeting minutes include progress of previous action items?	4 / 5

78.00 / 100.00

Graded on Friday, 2 December 2022, 3:21 PM

Graded by Kevin Anderson

ICT301, S2,2022

Assignment 2 Cover Sheet

Consultancy Name: JSS

Group Leader:

First Name	Last Name	Student ID	Case used in previous assignment
Simarjit	Arora	33939578	Chubb

Group Members:

First Name	Last Name	Student ID	Case used in previous assignment
Suruchi	Payani	34260947	Chubb
Jin	Chong	33170193	Chubb

Comment on group members' contributions:

Describe each group members role and contributions. What sections were completed by which group member? Students should not 'share' sections but rather, complete these sections independently and have other group members review it.

TABLE OF CONTENTS

1.   INTRODUCTION

2.   EA PROGRAM MANAGEMENT

2.1   GOVERNANCE AND PRINCIPLES

2.2   SUPPORT FOR STRATEGY AND BUISINESS

Implementing EA for Foxwoods Casino Resort would improve strategic planning. Strategic planning involves determining the direction an enterprise currently takes and updating the direction of the enterprise in response to changes in environment. An enterprise architecture (EA) promotes alignment between enterprise strategy, business, and technology. The EA reveals the impact on business and technology from changes in the strategic direction. For instance, the technologies that are no longer required, as a result of a change in the enterprise strategy, is highlighted. This is advantageous because the potential financial cost in maintaining and operating the no-longer required technologies can be eliminated. In the case of Foxwood Casino Resort, a potential change could be a shift away from slot machine to table games. Currently Foxwood Casino needs to pay 25% of their slot machine revenue to the state government. A shift away from slot machines means less tax for Foxwood and reduced financial expenses from operating and maintaining the slot machines. Which could result in an increase in net profit for Foxconn.

Foxwoods Casino's business planning can be improved by implementing an EA. Business planning involves determining the most optimal actions a business should take for continual business success [1]. Potential changes in the future operating environment for the enterprise are considered during business planning [1]. An EA provides a group of plausible enterprise future operating environments in the form of future views. The business activities can be designed to better handle the various business operating environments that the future views outlines. In the case of Foxwood Casino Resort there is a major reliance on tourism. A plausible future operating environment is one in which tourism is declining. This scenario occurred recently during the COVID-19 pandemic. Having the EA means that in the event there is a decline in tourism the transition from the enterprise current state to future state, one in which Foxwood can handle decline in tourism, can be done seamlessly. For example, the current FRC business activity is that it offers in-person gambling. In the event tourism is rapidly on the decline the future business activity of offering online gambling will help improve FRC ability to handle the operating environment.

2.3   EA ROLES AND RESPONSIBILITY

The EA roles and responsibilities section states the EA team members and their responsibility in the EA program. The EA team members role and responsibility are derived from the EA governance plan

EA Team Member	EA Team Role	Responsibility
FRC Sponsors	Executive leadership	FRC sponsors are responsible for providing resources for the EA program
FRC Chief Information Officer	Executive leadership & decision making	Enable the development and continual operation of FRC EA program
FRC Chief Architect	Program manager	FRC Chief Architect is in charge of handling the EA program and documentation process. Responsible for identifying and implementing the EA framework and documentation methodology
FRC Line of Business Managers	Identification of requirements	Involved in decision making process in EA program. Helps find EA solutions for the different line of businesses and IT related requirements
FRC Solution Architect	Solving problems	Work with other members to establish solutions to IT related issues in line of businesses
FRC Data Architect	Analysis & Design	Supports selection and implementation of database related EA components. This support is provided through technical analysis. Makes certain that the database follows the integration and interoperability requirements
FRC Business Analyst	Analysis & Design	Supports identifying and evaluating the business requirements for IT investments and projects
FRC Project Manager	Project management	FRC Project Managers are responsible for planning,

		organization, implementing, monitoring, controlling new FRC projects

2.4   EA Program Budget

3.   EA CURRENT ARCHITECTURE SUMMARY

3.1   STRATEGIC GOALS AND INITIATIVES

3.2   BUSINESS SERVICES AND INFORMATION

The business services and information section detail the current view of FRC business process and how information flows between and within the processes. This level EA components and artifacts should be driven by FRC strategic goals and initiatives. While, the business services and information level should drive the subsequent System & Applications, Technology Infrastructure, IT security and Work force requirements section. Failure to do so puts the FRC EA at risk of not promoting the alignment between the strategy, business and technology. Thus, defeating the whole purpose of EA.

The following EA artifact captures the relationship between FRC line of business, business process, information flows and supporting EA component [2, 3, 4] –

FRC Line of business (LOB)	FRC Business Process	FRC Information Flows	FRC EA Component Supported
Administration	Human resources	Employee Compensation and Benefits	Human resource management system and employee database
	Payroll	Calculation and payment of employee	Human resource management system -

		weekly pay and tracking of work hours	Payroll module and employee database
	Team member training and development	Tracking of team member completed and not completed training	Training software application
	Team member communications	Electronic newsletter transmission	Telephone network, Email service and electronic newsletter
	Team member services	Allocate and inform employees of shifts	Employee scheduling software and employee database
Hotel Operations	Security	Hotel authentication, Hotel authorisation and Hotel access control	Hotel security system, hotel guest database, and telephone network
	Transportation	Tracking of available hotel driver and occupied hotel drivers and process driver request	Hotel pick up and drop off booking system, hotel drivers, telephone network, employee database, and hotel guest database
	Hotel booking	Track the room availability and reservations	Hotel reservation system and hotel booking database
	Guest support services	Hotel guest requests tracking and processing	Service desk system, telephone network, hotel guest database, employee database and hotel room phones
Gaming Operations	Slot operations	Tracking floor slot machine operations	Casino management system- slot machine module, slot machines and player database
	Security	Tracking player movement, Casino authentication, Casino authorisation and Casino access control	Casino security system, player database and telephone network
	Customer transaction	Process customer casino token for cash request and process cash for casino token request	Casino management system, casino cash registers, player database
	Table games	Tracking table games availability and operation	Casino management system- table games module, player database and table games

Finance	Financial accounting	Account payable and account receivable	Accounting software
Marketing	Advertising	Advertisement releases	Website, Casino player database, Hotel guest database and website
	Public relations	Press release transmission	Website
Resort Development	Resort Development	Tracking of potential improvement, development, progress of resort upgrades	Collaborative platform

The following EA artifact captures how IT components support FRC key business processes –

FRC Business Process	FRC Business Process Description	Role of IT Components
Human resources	The human resource business process is responsible for handling employee related issues in the FRC resort. Employee related issues can includes dealing with employee complaints	The Human Resource Management System is software used to provide an interface for FRC employers and employees to complete the relevant process
Payroll	The payroll business process is responsible for handling payment of employees at FRC	The employee database IT component provides all the employee information relevant to the payroll process. Also, payroll module provides a functionality that enable the payroll process. These may include calculating the employees pay for the week and sending them out
Team member training and development	The team member training and development process is responsible for making sure each employee at FRC is trained.	The training software application keeps track of employee's training progress, allows for training to be assigned to employees and provides an interface to do the online training
Team member communications	Administration communication with employees	To facilitate administration communication with employees an electronic newsletter, email service, and telephone network support the process
Security	Responsible for the hotel security operations	The IT components for (hotel) security business process include hotel security system, hotel guest database, and telephone network. The hotel security system includes the web interface for security

		guards, cameras, and the security functionalities. The functionality includes providing a real time video feed of the hotel floor. The web interface allows security guard to view it.
Guest support services	Hotel guest support services process is responsible for dealing with hotel guest enquires and request	The following IT components are involved- service desk system, telephone network, hotel guest database, employee database and hotel room phones. The employee database is important in that it can help with the allocation of available employees to guest request. The hotel room phones allow for the guest to contact the service desk
Hotel booking	Hotel booking process handles guest room booking	The hotel booking database contains information regarding the available hotel rooms and bookings. The hotel reservation system provides the interface and functionalities for hotel booking
Slot operations and table games	FRC offers slot games and table games. This process is responsible for dealing with the two	EA components such as the casino management system and their respective module helps with managing these games. For instance, makes it easier to track revenue made from the games in one day
Customer transaction	The customer transaction process is responsible for handling casino player trade in of casino chips for money	The casino cash registers IT component stores the chips and money to be returned to the player

The following data dictionary artifact shows the key databases relevant to FRC –

Table: Hotel Guest

Field Name	Data Type	Data Format	Field Size	Unique	Description	Example
GuestNo	Integer	N/A	N/A	Yes	The number used to identify guest at hotel	3123
FirstName	Text	N/A	N/A	No	Guest first name	Toby
LastName	Text	N/A	N/A	No	Guest last name	Lee
DateOfBirth	Date	MM/DD/YYYY	10	No	Guest date of birth	12/20/2021
MobileNumber	Integer	N/A	N/A	No	Given number of hotel guest	0466280619
Email	Text	N/A	N/A	No	Email address of hotel guest	it@gmail.com

Table: Employee

Field Name	Data Type	Data Format	Field Size	Unique	Description	Example
EmployeeID	Integer	N/A	N/A	Yes	The number used to identify employee	33170193
FirstName	Text	N/A	N/A	No	Employee first name	Toby
LastName	Text	N/A	N/A	No	Employee last name	Lee

DateOfBirth	Date	MM/DD/YYYY	10	No	Employee date of birth	12/20/2021
MobileNumber	Integer	N/A	N/A	No	Employee mobile number	0466280619
Email	Text	N/A	N/A	No	Email address of employee	it@gmail.com
BossID	Integer	N/A	N/A	No	References another EmployeeID. This employee ID is their boss	332
WorkForOperation	Integer	N/A	1	No	References the operation employee works for in Foxwood Resort 1 = Hotel 2 = Casino	1

Table: Player

Field Name	Data Type	Data Format	Field Size	Unique	Description	Example
PlayerID	Integer	N/A	N/A	Yes	The number used to identify casino player	3123
FirstName	Text	N/A	N/A	No	Casino player first name	Toby
LastName	Text	N/A	N/A	No	Casino player last name	Lee
DateOfBirth	Date	MM/DD/YYYY	10	No	Casino player date of birth	12/20/2021
MobileNumber	Integer	N/A	N/A	No	Given number of casino player	0466280619

Field Name	Data Type	Data Format	Field Size	Unique	Description	Example
Email	Text	N/A	N/A	Yes	Email address of casino player	it@gmail.com

Table: Hotel Booking

Field Name	Data Type	Data Format	Field Size	Unique	Description	Example
BookingID	Integer	N/A	N/A	Yes	The number used to identify the booking made by hotel guest	3123
Date	Date	MM/DD/YYYY	10	No	Date booking was made	12/20/2021
CheckIn	Date Time	MM/DD/YYYY hh:mm:ss	19	No	Date and time hotel guest checked in	12/20/2020 13:01:20
CheckOut	Date Time	MM/DD/YYYY hh:mm:ss	19	No	Date and time hotel guest checked out	12/20/2020 14:01:20
RoomID	Integer	N/A	N/A	No	References the room ID booked	32

3.3 SYSTEMS AND APPLICATIONS

3.4 TECHNOLOGY INFRASTRUCTURE

3.5 IT SECURITY

This section discusses FRC potential IT security approach relevant to FRC enterprise architecture. The proposed FRC IT security approach considers the following key elements- Information security and personnel security

Information Security

The information security deals with protecting the data and information of FRC. Unauthorised or unintended access to critical FRC information and data by internal or external threats is damaging for FRC reputation as a trusted and secure gambling operator. Identifying the risks or vulnerabilities in the business processes is critical to developing an IT security program that is secure.

A use case diagram captures various users and their interaction with a system. For FRC the systems must support particular business processes. This reaffirms the EA purpose of aligning strategy, business, and technology of FRC.

The following is a use case diagram artifact for FRC hotel reservation system which supports Hotel booking business process-
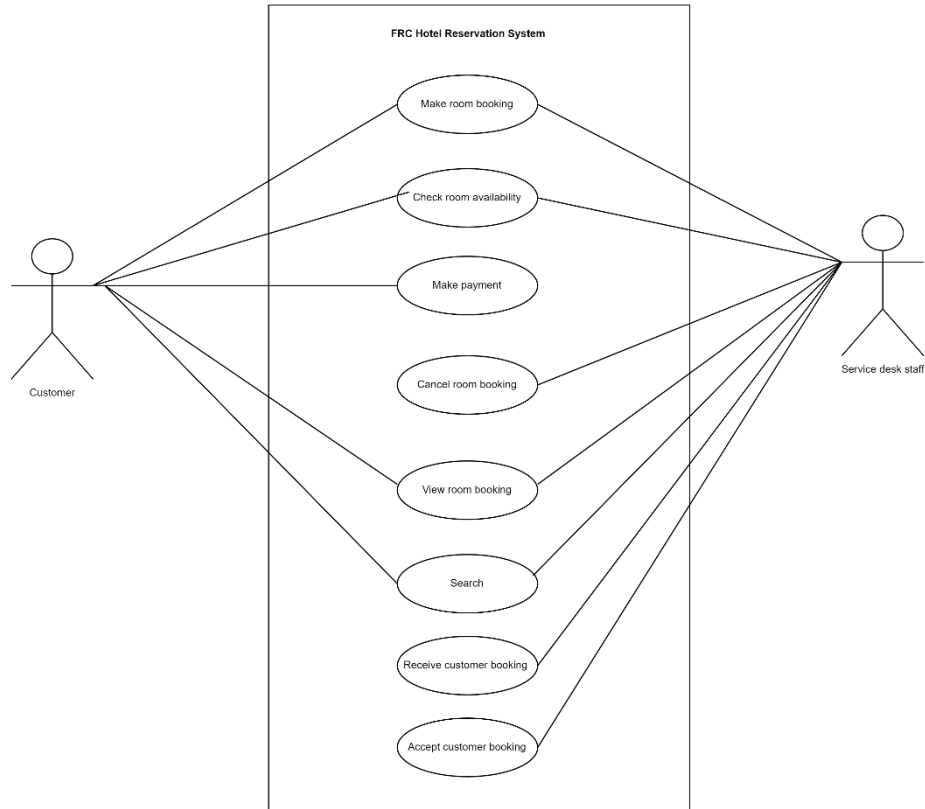
The use case above illustrates the customer making a hotel room booking through the hotel reservation system portal website. The service desk support staff will receive customer bookings and cancel or accept them.

The security vulnerabilities the FRC Hotel Reservation System faces are the following-

- Depending on where the FRC Hotel Reservation System is hosted the rules regarding customer data privacy is bound by that nation's laws. Therefore, the nation may require the customer data be passed onto certain entities or bodies. All without the need of consent from customer
- FRC hotel information is exposed to third party websites to enable the websites to provide customers with another avenue to book FRC hotels
- FRC customer and payment information is exposed to third party website hotel booking websites as well. So FRC does not have full control and ownership

Personnel security

FRC current personnel security methods includes user authentication. User authentication is the verification of the identity of the employee and customers to ensure that access to FRC systems and applications is authorised and as intended. Currently FRC customers have to register and log in to have full access to the portal. This full access includes claiming the rewards. Additional FRC offers a in depth training program as indicated in the case. When it comes to the FRC security staff they are provided with a swipe card and user login to access the security systems for FRC.

3.6   EA STANDARDS

This EA standards section outlines the standards FRC adopts related to IT security, data, voice, video and voice. The EA components will follow the EA standard laid out in this section. Adopting these standards will ensure FRC technology will be secure, compatible with required systems and well documented. Importantly they enable enterprise-wide use of technology, reducing the number of duplicative technologies in an enterprise. The section details the technologies that are useful throughout FRC.

The following artifact is a Technical Standards Profile [5, 6, 7, 8, 9]-

Items	ISO/CEN STANDARD	CDMI STANDARD	IEEE STANDARD	Products
Security System	ISO 27001			Genetec video management systems
Data storage	ISO/IEC 17826	CDMI v1.0.2		DataDirect Networks (DDN)

Desktop PC (service desks)	ISO 9001	15		Dell Optiplex 7440
Desktop Operating System (service desks)	ISO 27001			Windows 10
Network Printer	ISO 9001			Cannon imageRUNNER ADVANCE DX C3800i Series
Desk telephone			IEEE 802.3af PoE	CISCO 7811 IP
Emails services	ISO 27001			Outlook

3.7 WORKFORCE REQUIREMENTS

4. EA FUTURE ARCHITECTURE SUMMARY

4.1 FUTURE OPERATION SCENARIOS

4.2 PLANNING ASSUMPTIONS

4.3 UPDATING CURRENT VIEWS & FUTURE VIEWS

4.3.1 GOALS AND INITIATIVES: (STRATEGIC LEVEL)

4.3.2 PRODUCT AND SERVICES: (BUSINESS LEVEL)

As FRC seeks to expand its online platform service to reach a greater number of states. The products and services originally offered by FRC and stated in the EA current architecture summary section will need to be updated to better reflect the future enterprise.

The following artifact highlights changes related to the product and services-

FRC Additional Future Line of business (LOB)	FRC Additional Future Business Process
Online Gambling Operations	Security
	Website operation
	Customer support
	Website Development

In order to support the strategic goal in expanding the online platform services the following business processes are introduced. The Website operation business process is responsible for handling the website operation and ensuring the gambling website remains functioning and online. This is required because downtime to the operations results in revenue loss. The security business process ensures the website remains secure from internal and external threats. This includes making sure online gambler personal information is not exposed. The customer support business process handles online gamblers enquiries and request in regards to online gambling operations. This may include assistance with withdraw of money and unlocked locked accounts

4.3.3   DATA AND INFORMATION: (INFORMATION LEVEL)

The future view of the data and information level is changed to better reflect the addition of the FRC new business service. This is related to FRC expansion of its online gambling platform. Failure to change the existing or current data and information leads to services not having the right or relevant data. This can slow and stop operations.

The future view for the data dictionary contains all the current tables from section 3.2. The future view adds additional tables and updates some tables to support the FRC expansion of its online gambling platform.

The future view for the data dictionary is as follows-

Additional Table: Online player

Field Name	Data Type	Data Format	Field Size	Unique	Description	Example
OnlinePlayerID	Integer	N/A	N/A	Yes	The number used to identify online casino player	3123
Email	Text	N/A	N/A	Yes	Email address of online casino player. Also, the username of online casino player	it@gmail.com
Password	Text	N/A	N/A	No	Password of online casino player	tester
FirstName	Text	N/A	N/A	No	Online casino player first name	Toby

LastName	Text	N/A	N/A	No	Online casino player last name	Lee
Country	Text	N/A	N/A	No	Country of online casino player	Australia
DateOfBirth	Date	MM/DD/YYYY	10	No	Online casino player date of birth	12/20/2021
MobileNumber	Integer	N/A	N/A	No	Given number of online casino player	046622889

Update table: Employee

Field Name	Data Type	Data Format	Field Size	Unique	Description	Example
EmployeeID	Integer	N/A	N/A	Yes	The number used to identify employee	33170193
Password	Text	N/A	N/A	No	Password of online casino employee	testt
FirstName	Text	N/A	N/A	No	Employee first name	Toby
LastName	Text	N/A	N/A	No	Employee last name	Lee
DateOfBirth	Date	MM/DD/YYYY	10	No	Employee date of birth	12/20/2021
MobileNumber	Integer	N/A	N/A	No	Employee mobile number	0466280611
Email	Text	N/A	N/A	Yes	Email address of employee	it@gmail.com
BossID	Integer	N/A	N/A	No	References another EmployeeID.	3211

					This employee ID is their boss	
WorkForOperation	Integer	N/A	1	No	References the operation employee works for in Foxwood Resort 1 = Hotel 2 = Casino 3 = Online Casino	3

In the above tables, the green represents changes to the existing or current tables. The employee table has the addition of a password field. This password is the employee's password for their FRC website account. The email field in the employee table has an updated unique attribute cell. The future view email field must be unique unlike in the current view. The reason is that the email serves as the FRC website username for the staff.

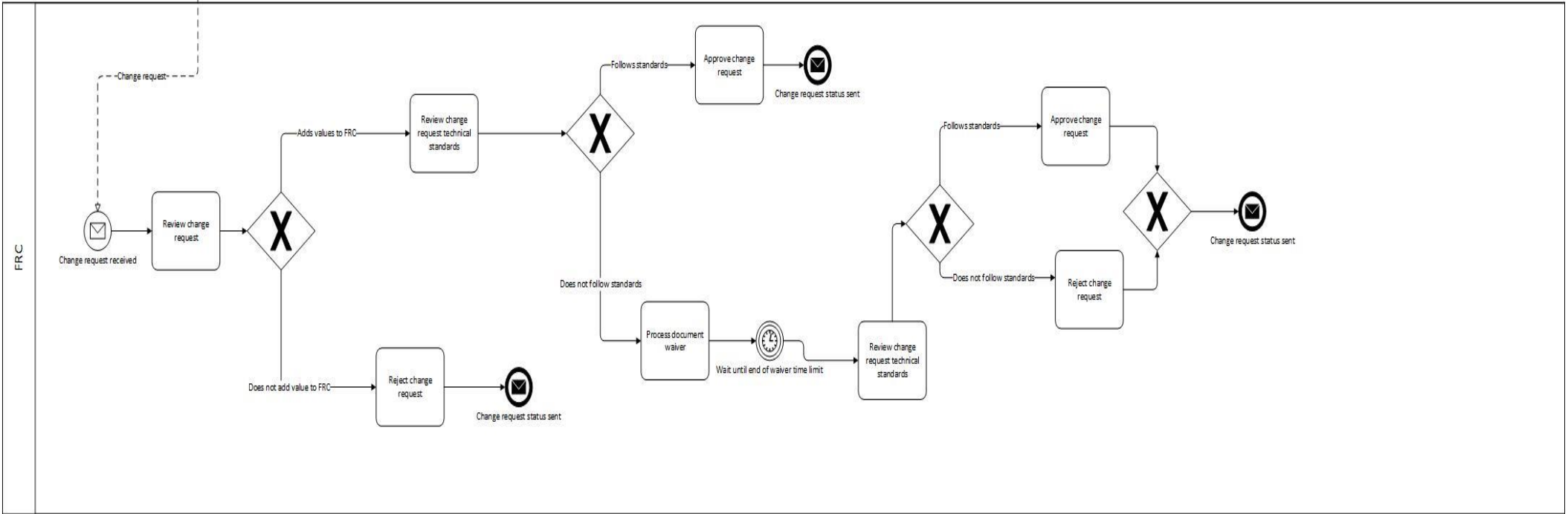### 4.3.4   SYSTEM AND APPLICATION: (SERVICES & SYSTEM LEVEL)

4.3.5   NETWORK AND INFRASTRUCTURE: (INFRASTRUCTURE LEVEL)

4.4   SEQUENCING PLAN

4.5   CONFIGURATION MANAGEMENT

This section discusses the process of how proposed changes to FRC EA are managed. The proposed changes to the EA may include additions of new FRC EA components or EA artifacts. The value of creating a process to manage the changes is to ensure that the new EA components or EA artifacts are maintain alignment with the current EA standards.

Below is an artifact for the change request process (illustrated using BPMN 2.0)

Stakeholders / **FRC**

Change request received → Review change request → (gateway)

Adds values to FRC → Review change request technical standards → (gateway)

Follows standards → Approve change request → Change request status sent

Does not follow standards → Process document waiver → Wait until end of waiver time limit → Review change request technical standards → (gateway)

Does not add value to FRC → Reject change request → Change request status sent

Follows standards → Approve change request → (gateway) → Change request status sent

Does not follow standards → Reject change request → (gateway)

Change request

References:

[1] https://www.jstor.org/stable/2486227

[2] https://foxwoods.mediaroom.com/leadership

[3] https://pubs.opengroup.org/togaf-standard/business-architecture/business-capabilities.html

[4] https://rocketreach.co/foxwoods-resort-casino-management_b5c65c14f42e0cac

[5] https://securitytoday.com/Articles/2018/07/11/Foxwoods-Casino-Upgrades-Video-Surveillance-System.aspx

[6] https://resources.genetec.com/genetec-awards-certifications/iso-iec-27001-standard

[7] https://investors.progress.com/news-releases/news-release-details/foxwoods-resort-casino-hits-data-connectivity-jackpot-datadirect

[8] https://www.computerworld.com/article/2492613/cloud-storage-specification-gets-iso-approval.html

[9] https://www.snia.org/cdm

Glossary

Meeting Minutes

Minutes of Meeting #1

Date: 3/10/2022

Time: 6:00pm ~ 7:00pm

Means of communication: Discord

Participants:
Jin Chong
Suruchi Payani
Simarjit Arora

Opening: Project Member had a 1-hour team meeting for project discussion and was recorded by Jin Chong

Agenda:

- Brief Introduction of Meeting
- Group member roles and responsibility for Section 1
- Any Other Matter
- End of the meeting

S.no	Agenda		Action to be taken:
1	Brief Introduction of meeting	- Select enterprise - Discuss enterprise briefly	By Everyone
2	Group member roles and responsibility	- Introduction and EA program budget [Simar] - Governance & Principle and EA Program Performance Measures [Suruchi] - Support for Strategy & Business and EA Roles and Responsibilities [Jin]	Everyone
3	Any others Matter	Discussion if anyone have any issue on their part	Everyone
4	Arrangement of Next meeting	Fixed next meetings on 10/11/22	Everyone
5	End of Meeting	The meeting ended at 6:47pm	Everyone

Minutes of Meeting #2

Date: 11/10/2022

Time: 8:30pm ~ 9:30pm

Means of communication: Discord

Participants:
Jin Chong
Suruchi Payani
Simarjit Arora

Opening: Project team members had a 1-hour team meeting to introduce and discuss Section 2 of the EA Management Plan lead by Simarjit.

Agenda:

- Brief Introduction of Meeting
- Group member roles and responsibility for Section 2
- Revision on previous sections
- Questions regarding course material and case study
- End of Meeting

S.no	Agenda		Action to be taken:
1	Brief Introduction of meeting	• Discuss case study and new facts uncovered while analyzing	By Everyone
2	Group member roles and responsibilities	• Strategic Goals and Initiatives (Simar) • Business Services and Information (Jin) • Systems and Applications (Simar) • Technology Infrastructure (Suruchi) • IT Security (Jin) • EA Standards (e.g. was TOGAF used?) (Jin) • Workforce Requirements (Suruchi)	By Everyone
3	Revision on previous sections	• Discuss if anyone has a problem with their	By Everyone

S.no	Agenda		Action to be taken:
5	Questions regarding course material and case study	• Revise case study on relevant parts and provide general outline of expectations	By Everyone
6	End of Meeting	• Fixed next meetings on 19/10/22	By Everyone

Minutes of Meeting #3

Date: 19/10/2022

Time: 8:30 ~ 9:30

Means of communication: Discord

Participation:
Jin Chong
Suruchi Payani
Simarjit Arora

Opening: Project Member had a 1-hour team meeting for project discussion and was recorded by Suruchi Payani.

Agenda:

- Brief Introduction of Meeting
- Current Process on the project
- Group member roles and responsibility
- Any Other Matter

S.no	Agenda		Action to be taken:
1	Brief Introduction of meeting	• Discuss the next discussion part of the assignment. • Schedule time to deliver the work.	By Everyone
2	Current Process on the project	• Discuss how everyone is going in their work part.	By Everyone

		• Discuss if anyone need any help/suggestion. • Suggest the part where other felt something missing or the part where more information required.	
3	Group member roles and responsibility	• Future Operation Scenarios (Suruchi) • Planning Assumptions (Suruchi) • Updating Current & Future Views of their respective artifact (Everyone) • Clean Up Responsible for submission (Simar) • Configuration Management and IT Security (Jin) • Presentation (Everyone)	Everyone
4	Any others Matter	• Discussion if anyone have any issue on their part	Everyone
5	End of Meeting	• The meeting ended at 9:30	Everyone