

# Meeting Minutes

Subject			
Routine Meetings #12			
Date	Time		Venue
20 October 2021	1400 - 1430		Zoom
Attendees		Non-Attendees	
<ul style="list-style-type: none"> <li>• Bian Hengwei</li> <li>• He Yinan</li> <li>• Jin Han</li> <li>• Lee Yu Jie Melvin</li> <li>• Renganathan Ramasamy</li> <li>• Sannabhadti Shipra Deepak</li> </ul>			
Chaired by			Bian Hengwei
Last meeting minutes have been reviewed			Yes
Progress Updates			
Task	Problem/Issue/ Progress	Solution/Action	Taken by & deadline
Meeting Minutes & Wiki		<ul style="list-style-type: none"> <li>• Record details of this meeting.</li> <li>• Update the wiki</li> </ul>	Lee Yu Jie Melvin 25 October 2021
Drawdiculous Prototype	99% completed.	Fixed ingame bug.	Bian Hengwei, He Yinan, Jin Han, Sannabhadti Shipra Deepak, Renganathan Ramasamy 25 October 2021
Drawdiculous Prototype Testing	To do on the go every release stage.	Test the whole application	Lee Yu Jie Melvin 25 October 2021
Change Management Plan, Release Plan, Design Report on Software Maintainability,	All four plans/report completed	To vett through for any mistake any amendment	Bian Hengwei 25 October 2021

Change Management Plan			
Test Plan		To do Test Plan	Lee Yu Jie Melvin 25 October 2021
Test Cases and Test Coverage Report		To do Test Cases and Test Coverage Report	Jin Han, Lee Yu Jie Melvin, Sannabhadti Shipra Deepak 25 October 2021
CMMI 2.0		To do CMMI 2.0	Renganathan Ramasamy 25 October 2021
<b>The next meeting will be held</b>			26 October 2021 1400 - 1430 Zoom
<b>This minutes have been agreed by all attendees</b>			Bian Hengwei