

Meeting Minutes

Subject			
Routine Meetings #4			
Date	Time		Venue
9 September 2021	0830 – 1030		SWLAB 3
Attendees		Non-Attendees	
<ul style="list-style-type: none"> • Bian Hengwei • He Yinan • Jin Han • Lee Yu Jie Melvin • Renganathan Ramasamy • Sannabhadti Shipra Deepak 			
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"> • Record details of this meeting. • Update the wiki 	Lee Yu Jie Melvin 16 September 2021
Quality Plan		<ul style="list-style-type: none"> • Shipra - Purpose and Scope, Reference Documents, Documents • Hengwei - Management, Standards, Practices, Conventions and Metrics, Software Reviews • Yinan - Test, Problem Reporting and Corrective Action, Tools, 	Bian Hengwei, He Yinan, Jin Han, Sannabhadti Shipra Deepak, Renganathan Ramasamy 16 September 2021

		Techniques and Methodologies <ul style="list-style-type: none"> • Rama - Media Control, Supplier Control, Record Collection, Maintenance, and Retention • Jin Han - Training, Risk Management, SQA Plan Change Procedure and History 	
SRS		To discuss by the next meeting	Bian Hengwei Not applicable
UI Prototype		<ul style="list-style-type: none"> • Rama - Login, Register, Forgot password screens • Shipra - Join, Create Room, Setting screens • Jin Han - Game & main screen interface 	Jin Han, Sannabhadti Shipra Deepak, Renganathan Ramasamy Not applicable
The next meeting will be held			16 September 2021 1630 – 1730 Zoom
This minutes have been agreed by all attendees			Bian Hengwei