

Meeting Minutes

Subject			
Routine Meetings #11			
Date	Time		Venue
14 October 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 19 October 2021
Drawdiculous Prototype	Halfway completed. Partial Integration between Front-Back end completed.	In game process need to fine tune more.	Bian Hengwei, He Yinan, Jin Han, Sannabhadti Shipra Deepak, Renganathan Ramasamy 19 October 2021
Drawdiculous Prototype Testing	To do on the go every release stage.	Test the whole application	Lee Yu Jie Melvin 19 October 2021
Change Management Plan		To do Change Management Plan	Renganathan Ramasamy 19 October 2021
Release Plan		To do Release Plan	Lee Yu Jie Melvin 19 October 2021

Design Report on Software Maintainability		To do Design Report on Software Maintainability	Jin Han, Sannabhadti Shipra Deepak 19 October 2021
Change Management Plan		To do Change Management Plan	Bian Hengwei, He Yinan 19 October 2021
The next meeting will be held			20 October 2021 1400 - 1430 Zoom
This minutes have been agreed by all attendees			Bian Hengwei