

Meeting Minutes

Subject			
Third Group Meet – Splitting up tasks for lab 2			
Date, Time (duration) and Venue			
<ul style="list-style-type: none">· 2/September/2021 12:30 – 2:30 pm· Software Lab 3			
Attendees		Non-Attendees	
<ul style="list-style-type: none">- Tang Kai Wen, Alvin- Yong Wen Shiuan- Bankata Mishra Spriha- Gupta Suhana- Heng Fuwei Esmond- Heng Chor Chen, Sabrina			
Chaired by		Tang Kai Wen, Alvin	
Last meeting minutes have been reviewed		Yes	
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Drafting the quality plan	Problem- Not familiarize with writing a quality plan	Action - Read the lecture on software quality management and look through given examples	Taken by: QA team Deadline: 07 September
Drafting the SRS	Problem- Not familiarize with writing a System Requirement Specification (SRS)	Action - Read the lecture on SRS and look through given examples	Taken by: Developer team Deadline: 16 September
Deciding how to allocate human resources for the deliverables	Problem - Do not have enough knowledge on which deliverables need more manpower	Action - Research online and read through the SRS, quality plan template to gauge the number of people needed	Taken by: Alvn Tang Deadline: End of meeting

		Action - Discuss with the lead developer, quality manager to find out more.	
Begin discussion of the initial prototype	Problem- Some developers not familiar with the language being used	Action - Prepare the environment to develop the prototype	Taken by: Developer team Deadline: Before next lab
The next meeting will be held			September, 7 2021
This minutes have been agreed by all attendees			Signed by chair: Alvin Tang 