

# Meeting Minutes

Subject			
Sixth Group Meet – Splitting up tasks for lab 4 while preparing lab 5 deliverables			
Date, Time (duration) and Venue			
<div><div>·</div><div>7/October/2021 12:30 – 2:30 pm</div></div> <div><div>·</div><div>Software Lab 3</div></div>			
Attendees		Non-Attendees	
<div><div>-</div><div>Tang Kai Wen, Alvin</div></div> <div><div>-</div><div>Yong Wen Shiuan</div></div> <div><div>-</div><div>Bankata Mishra Spriha</div></div> <div><div>-</div><div>Gupta Suhana</div></div> <div><div>-</div><div>Heng Fuwei Esmond</div></div> <div><div>-</div><div>Heng Chor Chen, Sabrina</div></div>			
Chaired by		Tang Kai Wen, Alvin	
Last meeting minutes have been reviewed		Yes	
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Design Report on Software Maintainability	Discussed necessary points to cover and get input from the team	Developer team will take on the Software Design Report on Maintainability and Release Plan.	Led by: Yong Wen Shiuan  Main Details outlined deadline: 14/10/2021
Configuration Management Plan	Discussed the necessary protocols to be put in place to ensure all configuration changes go through a process	The project leader will take on this task	Led by: Tang Kai Wen, Alvin  Deadline: 12/10/2021

<b>Change Management Plan</b>		The QA team will be tasked to do this task	Led By: Spriha  Suhana
<b>Release Plan</b>		The Release Manager will be tasked on leading with the Release team	Led By: Sabrina  Esmond
<b>Slides</b>	<p>Give summary of what was achieved across the 5 labs, which we have to split equally amongst the team</p> <p>1)Product intro + demo of product</p> <p>2)Design for Maintainability</p> <p>3)Software Quality Assurance</p> <p>4)Project Management</p> <p>5)Risk Management</p> <p>6)Release Plan</p>	<p>Tentative splitting of slides:</p> <p>1)Suhana (product intro)</p> <p>2)Yong Wen Shiuan</p> <p>3)Spriha</p> <p>4)Alvin (1st Half) + demo (script to wen shiuan)</p> <p>4.1)Suahana (2nd Half)</p> <p>5)Esmond</p> <p>6)Sabrina</p>	<p>Taken by: The entire team</p> <p>Get template slides by saturday night to start on presentation slides</p> <p>Slides to be roughly done by next meeting to finalized the details for presentation</p> <p>Meeting on monday for rehearsal</p>

<b>Trello</b>	Lab 3 deliverables has been submitted with lab 4 deliverables in the planning	Project Manager will update the trello page of the Team5 planning based on the discussion	
<b>The next meeting will be held</b>			October, 14, 2021
<b>This minutes have been agreed by all attendees</b>			Signed by chair: Alvin Tang 