

CE903 (MSc Group Project):
Minutes of Group Meetings of the Group 18

SIXTH MEETING

Date & time of meeting:
03rd February 2023 at 5-6 PM (1 hour)

Place of meeting:
STEM Lab

Group members present:
Payman Sazesh, Akshay Mohan Nair, Ankur Shah, Riffat Siddhiqui, Sobhan Radfar, Tejas Shukla,
Saad Mohammad

All other group members (that is, those not listed in the previous two boxes):
Revati Pimparkar
Parin Shah
Faizan Mohammad

Name of chairperson for this meeting:

Name of secretary for this meeting:

Are the minutes of the previous meeting agreed as a correct record (after correction of matters of fact)?
Yes, the minutes of the previous meeting agreed as a correct record
List any corrections of matters of fact here:
NA

Review all actions agreed at previous meeting and record how far individual responsibilities have been fulfilled.

- All team members working on their task on SRS

Where individual responsibilities have not yet been fulfilled within the agreed timescale, list (for each responsibility) the reasons given:
NA

New matters discussed:

- SRS task will be divided between all team members and asked to complete before or on Monday 6/2/2023.
- Responsibilities of all team members on SRS documentation and hall project written in doc. file and this was shared by Payman in the group.
- In this meeting we more focus on the SRS documentation process.
- Payman was sending mail to Mr. Manoj about asking adding on security and risk management on SRS or Final report.
- All doubts regarding SRS documentation will be solved.

Issues/problems to be reported to project supervisor:

List all actions requiring attention (i.e., those uncompleted actions from the previous meeting and all actions agreed at the present meeting), the agreed timescale for completion of each one and who is responsible for each one (including setting an agenda for the next meeting and writing the minutes of the present meeting). *Uncompleted actions from the previous meeting should be the first on this list:*

- Need to Complete the Subsections of the SRS document.
- Introduction/ Overall Description will be done by Riffat, Tejas and saad
- Specific Requirements will be done by Revati , Akshay, Faizan, Sobhan, and Parin
- Change management process will be done by Ankur and Payman.
- Supporting Information and References will be done by Ankur and Revati.
- Final Documentation will be done by Payman and Tejas.
- The above-mentioned task needs to be completed on or before 06-02-2023.

Record here the agreed chairperson, secretary, date, time and place of next formal meeting:

- To be decide