**Meeting Minutes**

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| **Subject** | | | |
| CZ3002 Lab 5 Meeting | | | |
| **Day, Time (duration) and Venue** | | | |
| * 06 April 2021, 1030 – 1230 * SW Lab 3 | | | |
| **Attendees** | | **Non-Attendees** | |
| * Atrik Das * Rajuravi Vishal Raj * Padhi Abhinandan * Kelvin Chua * Melvin Chua * Bryan Goh | | * NIL | |
| **Chaired by:** | | | **Atrik Das** |
| **Last meeting minutes has been reviewed** | | | **Yes** |
| **Progress Updates** | | | |
| **Task** | **Problem / Issues / Progress** | **Solution / Action** | **Taken by / Deadline** |
| Allocation of tasks for Lab 5 deliverables | We discussed the various requirements of the documents and how to go about writing the documents | Bryan: Test Plan  Atrik: Test Cases and Coverage Report  Abhinandan: Test Cases and Coverage Report  Vishal : Test Plan  Kelvin: CMMI2  Melvin: CMMI2 | Deadline: 10/04/2021 |
| Next meeting will be held: | | NIL | SW Lab 3 |
| This meeting has been agreed by all attendees | | | Signature: Atrik |