**Software Testing Project**

# Team#1

**Minute No:** 008

**Date:** 28/05/21

**Time:** 9:00-10:00PM

**Venue:** Microsoft Teams  
**Participants:** Craig Baldry, Chris Raven, Jack Civil and Jake McLaren

**Apologies:** None

**Absent:** None

# Discussion:

## Action List

Items on the action list were completed or progressing as follows:

* + Item 1: Our progress on the report was reviewed. Status: Closed
  + Item 2: Any errors in testing were shared and amended. Status: Closed

## General

In this final meeting, we reviewed our report from beginning to end, with all of us reading for clarity, accuracy and grammar. Some of us had found errors in our testing, and we updated the report and test documentation as necessary. Chris and Craig shared the finished powerpoint, and we allocated speaking sections according to the section(s) we completed in the report. In the coming days, we must make any final changes, as well as record ourselves speaking for our respective sections in the presentations. When these are complete and sent to Chris to aggregate, we each must complete and submit the peer reflection sheet. Finally, the final report and supporting must be submitted to blackboard.

1. **Where To From Here** What you are going to do next. **Actions:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ID** | **Action** | **Who** | **Due Date** | **Status** |
| 1 | Review the final report. | Everyone | 30/05/2021 | Open |
| 2 | Upload audio recordings to OneDrive. | Everyone | 30/05/2021 | Open |
| 3 | Aggregate the audio recordings and combine with the powerpoint. | Chris | 30/05/2021 | Open |
| 4 | Complete and submit the peer reflection sheet. | Everyone | 30/05/2021 | Open |
| 5 | Submit the final report. |  | 30/05/2021 | Open |