**Meeting Minutes**

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| **Subject** | | | | |
| Group Meeting 10 (Lab 4) | | | | |
| **Date, Time (duration) and Venue** | | | | |
| ·         4 October 2021  8:30am – 10:20 am  ·         SWLAB3 | | | | |
| **Attendees** | | | **Non-Attendees** | |
| · Anil Ankitha  · Chan Shao Jing  · Chong Yow Lim  · Lionel Wong Zhi Neng  · Low Jin Teng Jackson  · Ng Chi Hui  · Zachary Varella Lee Zheyu | | | ·         NIL | |
| **Chaired by: Chan Shao Jing** | | | |  |
| **Last meeting minutes have been reviewed** | | | | NA |
| **Progress Updates** | | | | |
| **Task** | **Problem/Issue/Progress** | **Solution/Action** | | **Taken by & deadline** |
| **Task1** | Change in meeting date and timing | Due to the new COVID restrictions in place, the live demonstration of our app has been delayed to Lab 5.  As such, we have postponed our meeting on 2 Oct to today, 4 Oct 2021. | | Shao Jing / 4 Oct 2021 |
| **Task2** | Strategy for designing the software system | The team has discussed our software system design strategy as follows:  Design Strategy: planning phase  App must be especially user-friendly as it targeted at the elderly.  All features must be reachable within a few interactions, and it should be intuitive on how to navigate the app.  System should be extensible for future updates and features that may come in useful to the target audience.  System should be scalable because we want it to deploy it to a wide target audience, since both elderly and non-elderly can use the app regardless.  App must be secure as we store user’s email and password, along with the user’s medication details.  System must be reliable as the app reminds users to take the correct medication at the correct time, and it may cause health complications if users forget their medication.  Development process  Before full release, QA team will test the prototype first, and approve for release. Due to COVID-19, we will initially start with small cohort of people (e.g., development team’s grandparents) to adhere to safe distancing measures. Once we have collated the feedback for the beta version, we will do further enhancements before releasing the official app.  Architecture Design:  Refer to previously created diagram. Reformat and redesign the diagram to fit the MVC pattern. | | Team / 4 Oct 2021 |
| **Task3** | List of releases planned | For the list of our releases, our team will be maintaining them on the SVN. As of today, we have released version 0.1 and 1.0.  Version 0.1 was the skeleton of our project with the initial UI design and was used as the baseline for our project.  We have since worked on it and our complete functioning prototype was released as version 1.0.  Our QA team will test and identify possible bugs that occur within the app, and the developing side will then fix these bugs and release version 1.1.  Version 1.1 will be sent to external test users, and their feedback will be inputted into creating version 2.0  The team will work on refining the application with bug fixes and features extension and we are planning on releasing a version 2.0 by Lab 5, 11 Oct 2021. | | Team / 4 Oct 2021 |
| **Task4** | Change Management | For our change management, we first came up with the general process flow and briefly discussed what should be included in our change request form.  Basic information to be included are as follows:  Change request number, name of requestor, brief description, reason for change, submission date, impact analysis, and approval details.  Regarding the approving process, we decided on the relevant approving authorities for the relevant documents below:  Documents related to quality or risk management: QA Manager Jackson  Code-related: Lead Developer Zachary  All other documents: Project Manager Shao Jing  The project manager will ensure that all change request forms are completed and approved before updating our official documentation on the Wiki. | | Team / 4 Oct 2021 |
| **Task5** | Allocation of Lab 4 Deliverables | The team has decided to distribute the workload evenly amongst the team members to be completed prior to our next meeting:  App Development: Ankitha and Zachary  Design report on software maintainability: Lionel  Configuration Management Plan: Lionel, Shao Jing, Jackson  Change management plan: Jackson  Release plan: Yow Lim, Chi Hui | | Team / 9 Oct 2021 |
| **The next meeting will be held** | | | | Saturday, 9 Oct 2021, 2:00 – 4:00pm |
| **This minutes have been agreed by all attendees** | | | |  |