**Meeting Minutes**

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| **Subject** | | | | |
| Group Meeting 11 (Lab 4) | | | | |
| **Date, Time (duration) and Venue** | | | | |
| ·         9 October 2021 2:00pm – 4:00 pm  ·        Microsoft Teams | | | | |
| **Attendees** | | | **Non-Attendees** | |
| · Anil Ankitha  · Chan Shao Jing  · Lionel Wong Zhi Neng  · Low Jin Teng Jackson  · Ng Chi Hui  · Zachary Varella Lee Zheyu | | | · Chong Yow Lim | |
| **Chaired by: Chan Shao Jing** | | | |  |
| **Last meeting minutes have been reviewed** | | | | Yes |
| **Progress Updates** | | | | |
| **Task** | **Problem/Issue/Progress** | **Solution/Action** | | **Taken by & deadline** |
| **Task1** | Absentees | Prior to the meeting, Yow Lim informed the team that he will be unable to attend | | Shao Jing / 9 Oct 2021 |
| **Task2** | Checking on Deliverables | Ankitha checked with the team whether the final presentation will be in Lab 5 and if so, should we perform all the testing before Lab 5.  Upon checking the lab manual, the team realised that the test cases were only mentioned in Lab 5 and there is some confusion within the team on whether the test cases should be included in our presentation.  As such, Lionel will assist the team to check with the professor via email on the requirements and any other concerns the team may have during this meeting | | Ankitha, Lionel / 9 Oct 2021 |
| **Task3** | Release Plan | Chi Hui checked with Zachary and Lionel whether the system architecture was changed as it will affect the release plan.  They updated that it was changed to a MVC architecture, and this should be reflected in the release plan.  Chi Hui also checked whether a context diagram is required for the release plan and the team agreed that it should be included. | | Chi Hui/ 9 Oct 2021 |
| **Task4** | Design Report | Lionel updated that the Design Report has been updated with what was discussed during the previous meeting.  The team did a quick check to ensure that it is correct and made minor edits to it. | | Lionel / 9 Oct 2021 |
| **Task5** | Change Management Plan | Jackson updated that the Change Management Plan is almost complete.  The team went through the Change Management Plan and make minor edits to the plan.  The members selected to be in the Change Control Board also added signed off on the document and will carry out the responsibilities assigned. | | Jackson / 9 Oct 2021 |
| **Task6** | Planning for Lab 5 | The team will meet up again on 16 Oct 2021 to finish up the Lab 4 Deliverables as well as to prepare for the presentation during Lab 5. | | Team / 16 Oct 2021 |
| **The next meeting will be held** | | | | Saturday, 16 Oct 2021, 2:00 – 4:00pm |
| **This minutes have been agreed by all attendees** | | | |  |