**Meeting Minutes**

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| **Subject** | | | | |
| Group Meeting 12 (Lab 4) | | | | |
| **Date, Time (duration) and Venue** | | | | |
| ·         16 October 2021 3:00pm – 5:00 pm  ·        Microsoft Teams | | | | |
| **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 | | |  | |
| **Chaired by: Chan Shao Jing** | | | |  |
| **Last meeting minutes have been reviewed** | | | | Yes |
| **Progress Updates** | | | | |
| **Task** | **Problem/Issue/Progress** | **Solution/Action** | | **Taken by & deadline** |
| **Task1** | Presentation Slides | The team divided the presentation topics amongst the team based on our roles and the documentation we prepared.  The presentation order will be:  Product Intro: Ankitha  Design for Maintainability: Yow Lim  Software Quality Assurance: Lionel  Project Management: Shao Jing and Chi Hui  Risk Management: Jackson  Live Demo: Zachary | | Team / 16 Oct 2021 |
| **Task2** | Presentation Rehearsal | After finishing up our slides, we did one round of rehearsal to prepare for our actual presentation.  Some of the comments given are as follows:  - Team members should all include what they are going to say in the notes of the slides so that Zachary will know when to move on to the next slide.  - Ankitha suggested that we should showcase the Firebase during our Live Demonstration.  - Jackson mentioned that Shao Jing’s part is a bit short and he could take more slides from Chi Hui.  - Shao Jing mentioned that we should fix the bug discovered during the Mental Math game where the best score displayed was wrong.  - Lionel suggested that we change our font as it is quite hard to read.  - The team took around 15 minutes in total which was ideal.  The team made the necessary adjustments based on the comments and did another round of rehearsal. The team was satisfied with the rehearsal and are sufficiently prepared for the presentation during Lab 5. | | Team / 16 Oct 2021 |
| **Task3** | Submission of Lab 4 Deliverables | The team checked through the documentation required for the Lab 4 deliverables and split the formatting of documents as follows:  Lionel: Change Management Plan  Yow Lim: Design Report  Shao Jing: Configuration Management Plan  Jackson: Release Plan  After the formatting was completed, Shao Jing uploaded the documentation onto the team’s MediaWiki and SVN for submission. | | Team / 16 Oct 2021 |
| **The next meeting will be held** | | | | Monday, 18 Oct 2021, 8:30 – 10:30am |
| **This minutes have been agreed by all attendees** | | | |  |