**Meeting Minutes**

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| **Subject** | | | | |
| Group Meeting 14 (Lab 5) | | | | |
| **Date, Time (duration) and Venue** | | | | |
| ·         23 October 2021  3:00pm – 6:00pm  ·        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** | Finish Test Plan and Test Cases | The team met up to complete the test plan and test cases.  Zachary asked whether we should release a build 2.1 with automated unit testing. The team decided that it was not necessary, and we can stick to manual testing. | | Team / 23 Oct 2021 |
| **Task 2** | CMMI Level 2 | The team also spent time to discuss and understand the CMMI Level 2 documentation. We discussed the Key Process Areas required and how they were implemented in our project. The work was also divided amongst the team and we will finish up the documentation before our next meeting on 30 Oct 2021. | | Team / 30 Oct 2021 |
| **The next meeting will be held** | | | | Saturday, 30 Oct 2021, 2:00 – 5:00pm |
| **This minutes have been agreed by all attendees** | | | |  |