**Meeting Minutes**

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| **Subject** | | | | |
| Group Meeting 15 (Lab 5) | | | | |
| **Date, Time (duration) and Venue** | | | | |
| ·         30 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** | Version Control | Zachary checked with the team whether we should implement version control for our CMMI Level 2 and our test cases.  The team agreed that it should be controlled and included it in the respective documentation. | | Zachary/ 30 Oct 2021 |
| **Task 2** | CMMI Level 2 | The team updated on the progress of their respective portions as assigned in the previous meeting.  Chi Hui checked with the team on why the steps for the Level 2 KPA were removed.  Shao Jing clarified that Jackson and himself felt that the steps should be under the specific practices section and the Level 2 KPAs section should just consist of a brief description on what the KPA is about.  The team agreed with the new change and is satisfied with the current format of the document | | Team / 30 Oct 2021 |
| **Task 3** | Finalise Documentation | The team spent some time to check through all our existing documentation to ensure that everything is in order.  Shao Jing has uploaded the relevant documentation onto our team’s MediaWiki and SVN for grading. | | Team / 30 Oct 2021 |
| **Task 4** | Post-Project Review | The team did a quick reflection on our project and how effectively we worked together.  The team generally felt that we did well for this project, and everyone contributed to its success.  Deliverables were always completed before the deadline and the team always adhered to the project timeline which we planned out at the start.  While there were changes to the project due to the COVID-19 pandemic, the team adapted well to the restrictions and found a way to work around it.  The use of Microsoft Teams as our main communication tool and Trello to manage our backlog also proved to be very effective.  One of the improvements that can be made is to have shorter meetings as our meetings usually go up to 3 to 4 hours.  Shao Jing thanked everyone for being part of the team and for their hard work in this project. He also reminded everyone to submit their peer evaluations before the deadline.  The team thanked each other for their contribution, and we hope to work together again in the future. | | Team / 30 Oct 2021 |
| **The next meeting will be held** | | | | - |
| **This minutes have been agreed by all attendees** | | | |  |