

Meeting Minutes 7

Subject:			
Review: Lab 4 deliverables			
Date:		Time:	Venue:
14th October 2019		10:30am to 12:30pm	Software Lab 3
Attendees:		1. Li Shanlan 2. Zeng Jinpo 3. Simon El Nahas Christensen 4. MN Shaanmugam 5. Cao Ngoc Thai	
Absentees:		Akshaya Muthu	
Chaired by:	Simon El Nahas Christensen		
Last meeting reviewed:	7th Oct		
Progress updates:			
Task	Progress	Solution / Action	Taken by, Deadline
Front-End Development	Work in Progress	Complete UI design based on NTU color scheme (blue). New request of creating admin page to modify user attendance status.	Taken by: Akshaya Muthu Li Shanlan
Back-End Development	Work in Progress	Complete backend database. New request of creating admin page to modify user attendance status.	Taken by: Harry Cao Zeng Jinpo
Integration	Work in Progress	Integrate front-end and back-end, and fix bugs due to integration	Taken by: Harry Cao Zeng Jinpo Li Shanlan
Test Plan	Work in Progress	Start working on test plan	Taken by: Simon El Nahas Christensen
Test Cases And Requirements	Work in Progress	Start working on test cases and requirements	Taken by: Akshaya Muthu

Report		report	
CMMI Level 2 Definition	Work in Progress	Start working on CMMI Level 2 Definition	Taken by: MN Shaanmugam
Next meeting (date & time):			21th October 2019 (Monday), 10:30-12:30
The minutes have been agreed by all members. Signature of chair:			Jinpo