

# Meeting Minutes 8

Subject:			
Review: Lab 4 deliverables			
Date:		Time:	Venue:
29th October 2019		10:30am to 12:30pm	SCSE Lounge
Attendees:		1. Li Shanlan 2. Zeng Jinpo 3. Simon El Nahas Christensen 4. MN Shaanmugam 5. Akshaya Muthu	
Absentees:		Cao Ngoc Thai	
Chaired by:	Simon El Nahas Christensen		
Last meeting reviewed:	14th October		
<u>Progress updates:</u>			
Task	Progress	Solution / Action	Taken by, Deadline
Front-End Development	Complete	Complete the new request.	<b>Taken by:</b> Akshaya Muthu Li Shanlan
Back-End Development	Complete	Complete the new request.	<b>Taken by:</b> Harry Cao Zeng Jinpo
Test Cases And Requirements Report	Complete	Complete the report	<b>Completed by:</b> Akshaya Muthu
CMMI Level 2 Definition	Complete	Complete the document	<b>Completed by:</b> MN Shaanmugam
Integration	Work in Progress	Integration due to new changes in front end and back end.	<b>Taken by:</b> Zeng Jinpo Li Shanlan
Test Plan	Work in Progress		<b>Taken by:</b> Simon Akshaya Muthu MN Shaanmugam

Presentation Slides	Work in Progress		<b>Taken by:</b> Simon Harry Cao Zeng Jinpo
<b>Next meeting (date &amp; time):</b>			4th November 2019 (Monday), 10:30-12:30
<b>The minutes have been agreed by all members.</b>  <b>Signature of chair:</b>			Simon