

Meeting minutes 5

Subject:			
Review: Lab 3 deliverables			
Date:		Time:	Venue:
23th September 2019		10:30pm to 12:30pm	Software Lab 3
Attendees:		1. Li Shanlan 2. Zeng Jinpo 3. Akshaya Muthu 4. Simon El Nahas Christensen 5. MN Shaanmugam 6. Cao Ngoc Thai	
Absentees:			
Chaired by:	Simon El Nahas Christensen		
Last meeting reviewed:	16th September 2019		
Progress updates:			
Task	Progress	Solution / Action	Taken by, Deadline
System Requirement Analysis	Complete	Complete the System Requirement Specifications (SRS).	Taken by: Cao Ngoc Thai Zeng Jinpo MN Shaanmugam
Project Quality Plan	Complete	Complete the Quality Plan.	Taken by: Li Shanlan Akshaya Muthu Simon El Nahas Christensen

Project Plan	Assigned	Start on the Project Plan.	Taken by: Akshaya Muthu
Risk Management Plan	Assigned	Start on the Risk Management Plan	Taken by: Simon El Nahas Zeng Jinpo MN Shaanmugam
Next meeting (date & time):			7th October 2019 (Monday), 10:30-12:30
The minutes have been agreed by all members. Signature of chair:			Simon