Meeting Minutes 9

Subject:			
Review: Lab 5 deliverables			

Date:		Time:	Venue:
4th November 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. Akshaya Muthu 6. Cao Ngoc Thai
Absentees:		-

Chaired by:	Simon El Nahas Christensen
Last meeting reviewed:	29th October

Progress updates:

Task	Progress	Solution / Action	Taken by, Deadline
Design Report on Software Maintainability	Work in Progress	Discuss maintainability metrics	**Taken by:** Li Shanlan Zeng Jinpo
Configuration Management Plan	Work in Progress	Discuss Configuration Management Plan	**Taken by:** Shaanmugam
Change Management Plan	Work in Progress	Discuss Evaluation of change request	**Taken by:** Akshaya Muthu
Release Plan	Work in Progress	Discuss release approach	**Taken by:** Simon Harry Cao
Next meeting (date & time):			13th November 2019 (Wednesday), 3:00pm-3:30pm
The minutes have been agreed by all members. **Signature of chair:**			Simon