

Meeting Minutes 10

Subject:			
Review: Lab 5 deliverables			
Date:		Time:	Venue:
13th November 2019		3:00pm to 3:30pm	Online
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:	4th November		
<u>Progress updates:</u>			
Task	Progress	Solution / Action	Taken by, Deadline
Design Report on Software Maintainability	Completed		
Configuration Management Plan	Completed		
Change Management Plan	Completed		
Release Plan	Completed		
Upload all on wiki and svn	Completed		Shanlan & Jinpo
Next meeting (date & time):			-
The minutes have been agreed by all members. Signature of chair:			Simon