

# Meeting Minutes

Subject			
5th Group Meeting - Lab 2			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> <li>31 Aug 2022 1030hrs – 1230hrs</li> <li>SWLab3</li> </ul>			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> <li>Lee Xuan Hua</li> <li>Alwin Chai</li> <li>Fabrianne Effendi</li> <li>Dario Ang</li> <li>Foo Zhi Kai</li> <li>Yam Hui Jing</li> <li>Wong Li Han</li> </ul>		<ul style="list-style-type: none"> <li>NIL</li> </ul>	
Chaired by			Lee Xuan Hua
Last meeting minutes have been reviewed			Yes
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Task1	Review of Task 3&4: Progress of front-end and back-end design	The meeting started with reviewing each of the team member's parts as discussed in the previous meeting.	Team / 31 Aug 2022
Task2	Completion of SRS	SRS to be completed by next meeting and will be reviewed during the next meeting. <b>Functional Requirements:</b> Lee Xuan Hua Alwin Chai  <b>Others:</b> Yam Hui Jing Fabrianne Effendi	Team/ 4 Sep 2022

		Wong Li Han	
Task3	Completion of Quality	<p>Quality plan to be completed by next meeting and will be reviewed during the next meeting.</p> <p><b>Quality Plan:</b> Dario Ang Foo Zhi Kai</p>	Team/ 4 Sep 2022
Task4	Review the feedback from invigilators	<p>1) Prepare for mini demonstration</p> <p>2) explicitly state in proposal that our software is complementing Zoom</p> <p>3) Include milestones for model training</p>	Team/ 31 Aug 2022
Task5	Discussion on software, hardware and parts of the proposed system	<p>1) Exploration of data storage methods in order to find the best one e.g. comparing between Firebase and Windows server</p> <p>2) We finally concluded to use the Windows server, and requested for one.</p>	Team/ 31 Aug 2022
Task6	Discussion on quality management	<p>The team discussed the 3 key quality management activities (quality assurance, quality planning and quality control) by referring to the ISO 9126 Quality Model.</p> <p>For example, for reliability, we were discussing how we should have a certain level of accuracy when training the machine learn models in order to ensure optimal performance.</p>	Team/ 31 Aug 2022
The next meeting will be held			4 Sep 2022 (Sun), 2130hrs, zoom

**This minutes have been agreed by all attendees**

Lee Xuan Hua