

Meeting Minutes

Subject			
12th Group Meeting - Lab 4			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> 9 Oct 2022 2200hrs – 2300hrs Zoom 			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> Lee Xuan Hua Alwin Chai Fabrianne Effendi Dario Ang Foo Zhi Kai Yam Hui Jing Wong Li Han 		<ul style="list-style-type: none"> NIL 	
Chaired by			Lee Xuan Hua
Last meeting minutes have been reviewed			Yes
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Task1	Functions to be tested before the final delivery	<ol style="list-style-type: none"> Student Application Login Early termination of examination Line of Sight Analysis Mouth Movement Analysis Audio Detection Keyboard and Mouse Analysis Detecting Impersonation Detecting Multiple Faces 	Team / 9 Oct 2022

		9. Invigilator Dashboard Login/Logout 10. Monitoring Overall Student Activity 11. View Detailed Suspicious Activity	
Task2	Alpha and beta testing performed for user acceptance	Alpha testing - white box testing <ul style="list-style-type: none"> ● Functional testing ● Performance testing (Timing testing and stress testing) Beta testing - black box testing <ul style="list-style-type: none"> ● Pilot testing ● Acceptance testing ● Installation testing 	Team / 9 Oct 2022
Task3	Review of Lab 4 deliverables	The team discussed on the change management plan, release plan and design report on software maintainability. The configuration management plan is to be finalised during the next meeting	Team / 9 Oct 2022
Task4	Distribution of work for Lab 5 deliverables	Test Plan: Zhi Kai Test Coverage: The rest of the team	Team / 16 Oct 2022
Task5	Slide making for presentation	Introduction: Zhi Kai Demo: Fabrianne Design of maintainability: Xuan Hua Software quality assurance: Li han Project Management: Alwin & Dario Risk Management: Hui Jing	Team / 16 Oct 2022

The next meeting will be held			16 Oct 2022 (Sun), 2200hrs, zoom
This minutes have been agreed by all attendees			Lee Xuan Hua