Meeting Minutes

Subject
11th Group Meeting - Lab 4

Date, Time (duration) and Venue
·　　　5 Oct 2022 1030hrs – 1230hrs ·　　　Zoom

Attendees	Non-Attendees
·　　　Lee Xuan Hua ·　　　Alwin Chai ·　　　Fabrianne Effendi ·　　　Dario Ang ·　　　Foo Zhi Kai ·　　　Yam Hui Jing ·　　　Wong Li Han	·　　　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	Demostration script	The team rehearse the demonstration at free access lab and assign the narrator for both invigilator dashboard and user application. We change the flow after getting feedback from our team so that we present all the use cases.	Team / 5 Oct 2022

Task2	Distribution of work for Lab 4 deliverables	Design report on software maintainability - Xuan Hua and Fabrianne Configuration management plan - Hui Jing and Alwin Change Management Plan - Li Han Release Plan - Zhi Kai and Dario	Team / 9 Oct 2022
The next meeting will be held			9 Oct 2022 (Sun), 2200hrs, zoom
This minutes have been agreed by all attendees			Lee Xuan Hua