**NextLevel**

**Meeting Minutes**

**Final Meeting**

**Date: 16 November 2022**

**Project Name:** *NextLevel Research Conference Management System*

**Opening**

The regular meeting of NextLevel research conference management system was called to order at 10:00AM on 16 November, 2022 by Brandon Chew in SIM.

**Present**

* Aaron Vincent
* Brandon Chew
* Mikael Denys Widjaja
* Patricia Natasha
* Roswin Dingenus
* Wynne Hewitt
* Yechan Kim

**Agenda**

* Sprint 6 Review
* Project Overall Review
* Test-Case & Test-Plans Overall Review
* Video

**Summary of Events**

Sprint 6 Review

All members came up and showed what they have done for Sprint 5. Everyone has completed their assigned task and we will move on to Sprint 6. The Scrum Master has closed Sprint 6 on Taiga.

Project Overall Review

The team will continue with the reviewing of the overall project and perform any adjustments if required. All diagrams will be reviewed and ensured that it is consistent with the backend programming. **Aaron Vincent** will be supervising the reviewing process.

Video

The team has come together to record the video required for the project. The video recording and editing will be done by **Wynne Hewitt**. The video is expected to be completed by 17 November.

**Adjournment**

Meeting was adjourned at 11:30AM by Brandon Chew.

**Minutes submitted by:** Brandon Chew

**Approved by:** Aaron Vincent