

## **CE903/913 (MSc Group Project): Template for Minutes of Group Meetings**

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Date & time of meeting: 14-03-2019

Place of meeting: NTC

Group members present: ALL

Group members absent but who explained their absence before the meeting (list given reason(s) for absence against each name): N/A

All other group members (that is, those not listed in the previous two boxes): N/A

Name of chairperson for this meeting: Siddharth Shyamsunder

Name of secretary for this meeting: Mushfika Sultana

Are the minutes of the previous meeting agreed as a correct record (after correction of matters of fact)? Yes

List any corrections of matters of fact here: N/A

Review all actions agreed at previous meeting and record how far individual responsibilities have been fulfilled.

- General discussion and demonstration of the final code within the group.
- Way to evaluate the performance of the final code.
- Necessary preparation regarding the system, acceptance, load, portability, and performance testing.
- Identify the possible way of improvement to the final code.

Necessary tasks have been done except the modification of the final code as the supervisor feedback is positive for the final code.

Where individual responsibilities have not yet been fulfilled within the agreed timescale, list (for each responsibility) the reasons given: N/A

New matters discussed:

- Necessary preparation for the presentation.
- Breakdown the work between group members (For final report and presentation).

Issues/problems to be reported to project supervisor: N/A

List all actions requiring attention (i.e., those uncompleted actions from the previous meeting and all actions agreed at the present meeting), the agreed timescale for completion of each one and who is responsible for each one (including setting an agenda for the next meeting and writing the minutes of the present meeting). *Uncompleted actions from the previous meeting should be the first on this list:*

No Pending action from the previous meeting.

Preparation for final presentation by 17 March, 2017 (Responseble person: Group 6).  
Preparation for the final report by 20 March 2019 (Responsible person: Group 6).  
Finish the remaining task that is related to the group project (Responsible person: Group 6).

Agenda for the next meeting: N/A

Record here the agreed chairperson, secretary, date, time and place of next formal meeting: N/A