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

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Date & time of meeting: February 19, 2019 at 15:00

Place of meeting: STEM

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: Neeraj Sirohi

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.
- Discussion and review the previous meeting and submitted the requirements specification.
- Discussion on possible of difficulties regarding the implementation.
- Start the development of the final code.
- Meeting with supervisor for primary feedback regarding the initial code.
- Way to identify the limitations of developed code.
- Start the unit testing based on initial development.
- Identify the test data and start preparing the test data.

All the assigned responsibilities have been accomplished by the group members.

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

New matters discussed:
- Discussion about the progress of coding.
- Fix the date of release of the first version of the software.
- Way to necessary improvement according to received feedback from the supervisor.
- Discussion about the status of test collection for testing. Identify all possible source to collect them.
- Discussion on the progress of testing.

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.

- Finish the coding for the first version by 25/26 February (Responsible person: Mushfika Sultana).
- Identify the limitations of the first version before the nxt meeting (Responsible person: Pranavi Vasa).
- Prepare some code to extract statement/Fact from the system by end of February (Responsible person: Mushfika Sultana).
- Integration and Unit Testing (Responsible person: Neeraj Sirohi, Yang Yize).
- Finalize the project management model (Responsible person: Siddharth Shyamsunder).

Agenda for the next meeting:
- Limitations of the first version (if any).
- The possible way to improve the limitations related to the first version.
- Progress discussion on unit/integration testing.
- Discuss the status of preparation progress of final test dataset.
- Discussion on necessary changes in projected management methods.
- Discussion on overall progress and challenges related to the ongoing project.

Record here the agreed chairperson, secretary, date, time and place of next formal meeting:
Chairperson: Zhongjian Xiao
Secretary: Mushfika Sultana
Date: February 27, 2019 at 14:00
Place: STEM