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

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Date & time of meeting: 04-03-2019

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: Pranavi Vasa

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.
- Identification of limitations of the first version.
- 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.

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

New matters discussed:
- 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 of final code.

Issues/problems to be reported to project supervisor:
Meeting with the supervisor for necessary feedback on the final code.

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.

- Modification of final code (if required) after the feedback of the supervisor (Responsible person: Zhongjian Xiao).
- Share the 100 Test Case dataset for testing by 6 March 2019 (Responsible person: Mushfika Sultana).
- Identify the limitation of final code along with possible solutions (Responsible person: Pranavi Vasa).
- Perform the remaining system, acceptance, load, portability, and performance testing by 13 March 2019 (Responsible person: Neeraj Sirohi, Siddharth Shyamsunder, Yang Yize).
- Release the final version after the supervisor feedback (Responsible person: Group 6 members).

Agenda for the next meeting:
Necessary preparation for the presentation.
Breakdown the work between group (For final report and presentation).

Record here the agreed chairperson, secretary, date, time and place of next formal meeting:
Chairperson: Siddharth Shyamsunder
Secretary: Mushfika Sultana
Date: March 14, 2019 at 18:00
Place: NTC