

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

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Date & time of meeting: 27-02-2019

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: Zhongjian Xiao

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 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.

No pending action from the previous meeting. Assigned tasks have been done as per the assigned deadline.

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

New matters discussed:

- 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.

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.

- Identify the way to minimize the limitation of the first version of the software by 29 February 2019 (Responsible person: Pranavi Vasa).
- Finish the final coding with all possible improvement by 4 March 2019 (Responsible person: Zhongjian Xiao).
- Continuation of integration testing (Responsible person: Neeraj Sirohi).
- Finish the preparation for the test set (with 100 test case) in order to accomplish the final testing (Responsible person: Mushfika Sultana).
- Necessary communication with the supervisor to fix a meeting to demonstrate the modified code (Responsible person: Siddharth Shyamsunder).

Agenda for the next meeting:

- General discussion on the final code.
- Necessary preparation regarding the system and acceptance testing
- Identify the possible way of improvement of final code.

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

Chairperson: Pranavi Vasa

Secretary: Mushfika Sultana

Date: March 04, 2019 at 15:00

Place: STEM