CE903/913 (MSc Group Project): Outline Agenda for Group Meetings

1. Group members: Siddharth Shyamsunder, Neeraj Sirohi , Pranavi Vasa, Mushfika Sultana, Zhongjian Xiao, Yang Yize.

2. Apologies for absence: N/A

3. Review of minutes of previous meeting and matters from the minutes:
   - Finalize one implementation method after necessary feedback from the supervisor.
   - Breakdown the responsibilities of the group members regarding the requirements specification.
   - Create a sprint at Jira with the necessary deadline.
   - Elected a person for compiling the requirements specification.

4. Review of actions from previous meeting:
   All the assigned tasks with deadline 5 February 2019 have been successfully finished by the group members.

   - New matters for consideration/discussion:
   - 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.

5. Discussion of new actions to be carried out & individual responsibilities

   - Start the initial coding (Responsible person: Mushfika Sultana, Zhongjian Xiao, and Pranavi Vasa).
   - Start the process to create a testing dataset (Responsible person: Mushfika Sultana)
   - Start the unit testing based on initial code (Responsible person: Neeraj Sirohi)
   - Identification of necessary problem regarding the project management model Agile (Responsible person: Siddharth Shyamsunder).
   - Meeting with supervisor to discuss the scope of initial coding (Responsible person: All group members).

   Agenda for the next meeting:
   - Discuss the progress of coding
   - Tentative date of release of the first version of the software.
   - Necessary improvement after the discussion with the supervisor
   - Discuss the status of test collection for testing
   - Discuss the progress of testing

   - The minutes for this meeting will be covered by current secretary

6. Appointment of chairperson and secretary for the next meeting:
   Chairperson: Neeraj Sirohi
   Secretary: Mushfika Sultana

7. Date, time and place for the next formal meeting:
   Date: February 19, 2019 at 15:00
   Place: STEM

Explanatory notes:

Item Number	Explanation
2	N/A
3	- Finalize one implementation method after necessary feedback from the supervisor. - Breakdown the responsibilities of the group members regarding the requirements specification. - Create a sprint at Jira with the necessary deadline. - Elected a person for compiling the requirements specification.
4	- All the assigned tasks with deadline 5 February 2019 have been successfully finished by the group members.
5	- 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.
6	- Start the initial coding (Responsible person: Mushfika Sultana, Zhongjian Xiao, and Pranavi Vasa). - Start the process to create a testing dataset (Responsible person: Mushfika Sultana) - Start the unit testing based on initial code (Responsible person: Neeraj Sirohi) - Identification of necessary problem regarding the project management model Agile (Responsible person: Siddharth Shyamsunder). - Meeting with supervisor to discuss the scope of initial coding (Responsible person: All group members).
4, 5 & 6	When preparing the actual agenda for a meeting, you should add specific items, where possible, under Items 4, 5 and 6, so that other group members have a clear idea beforehand about what is going to be discussed at the meeting. (Of course, it is always possible that extra items for discussion will arise during the meeting.)