

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:
 - 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.
4. Review of actions from previous meeting:
 - Finish the coding for the first version by 25/26 February (Mushfika Sultana).
 - Identify the limitations of the first version before the next 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).
 - Above-mentioned assigned tasks have been done by individual group members.
5. New matters for consideration/discussion:
 - 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.
6. Discussion of new actions to be carried out & individual responsibilities
 - 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.
 - The minutes for this meeting will be prepared by current secretary.
7. Appointment of chairperson and secretary for the next meeting:
Pranavi Vasa
Mushfika Sultana
 8. Date, time and place for the next formal meeting:
Date: March 04, 2019 at 15:00
Place: STEM

Explanatory notes:

Item Number	Explanation
2	N/A
3	<ul style="list-style-type: none">- 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.
4	<ul style="list-style-type: none">- Finish the coding for the first version by 25/26 February (Responsible person: Mushfika Sultana).- Identify the limitations of the first version before the next 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). <p>Above-mention tasks have been done by the group members</p>
5	<ul style="list-style-type: none">- 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.
6	<ul style="list-style-type: none">- 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).
4, 5 & 6	<p>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.)</p>