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

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Date & time of meeting: 11-02-2019

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: Yang Yize

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.

- 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.
- All the assigned tasks with deadline 5 February 2019 have been successfully finished 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 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.

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

- 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

Record here the agreed chairperson, secretary, date, time and place of next formal meeting:
Chairperson: Neeraj Sirohi
Secretary: Mushfika Sultana
Date: February 19, 2019 at 15:00
Place: STEM