

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:
 - Determine the different solutions for the proposed projects.
 - Identification of the scope and limitations of different solutions.
 - Necessary communication with the supervisor to get the feedback/suggestion regarding the different initial ideas to implement the project.
 - Further search for relevant articles to identify an alternative way of implementation.
4. Review of actions from previous meeting:

Necessary communication has been done by Mushfika Sultana regarding the email for necessary feedback from the supervisor for initial 3 implementation idea. Moreover, the final implementation method has been decided by group members based on received feedback from the supervisor.
5. New matters for consideration/discussion:
 - 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.
6. Discussion of new actions to be carried out & individual responsibilities
 - Complete the individual task regarding requirements specification draft as per below specification
 - Introduction (Purpose, Scope, Abbreviations) - Pranavi Vasa.
 - Feasibility Study, Requirements Elicitation and Analysis and Testing Schedule – Zhongjian Xiao.
 - Different System Models, UML and Requirements Specification – Mushfika Sultana.
 - Different Methods of Testing and Test Cases and Test Recording Procedures – Neeraj Sirohi.
 - Project Methodology, Project Execution Plan, and Change Management – Siddharth Shyamsunder.
 - Necessary tools to deploy the proposed system - Yang Yize.
 - Send the draft of requirements specification to the supervisor for necessary feedback (Responsible person: Mushfika Sultana).
 - Create the sprints in the Jira based on assigned task (Responsible person: Pranavi Vasa)
 - Prepare the meeting minutes: current secretary.
7. Appointment of chairperson and secretary for the next meeting:

Chairperson: Yang Yize
Secretary: Mushfika Sultana
8. Date, time and place for the next formal meeting:

Date: February 11, 2019 at 15:00
Place: STEM

Explanatory notes:

Item Number	Explanation
2	N/A
3	Agreed actions from previous meeting: <ul style="list-style-type: none">- Determine the different solutions for the proposed projects.- Identification of the scope and limitations of different solutions.- Necessary communication with the supervisor to get the feedback/suggestion regarding the different initial ideas to implement the project.- Further search for relevant articles to identify an alternative way of implementation.
4	<ul style="list-style-type: none">- Necessary communication has been done by Mushfika Sultana regarding the email for necessary feedback from the supervisor for initial 3 implementation idea.
5	New matters discussed: <ul style="list-style-type: none">- 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.
6	<ul style="list-style-type: none">- No pending actions from previous meeting.- Complete the individual task regarding requirements specification draft as per below specification (Deadline is by 5 Feb)<ul style="list-style-type: none">• Introduction (Purpose, Scope, Abbreviations) - Pranavi Vasa.• Feasibility Study, Requirements Elicitation and Analysis and Testing Schedule – Zhongjian Xiao.• Different System Models, UML and Requirements Specification – Mushfika Sultana.• Different Methods of Testing and Test Cases and Test Recording Procedures – Neeraj Sirohi.• Project Methodology, Project Execution Plan, and Change Management – Siddharth Shyamsunder.• Necessary tools to deploy the proposed system - Yang Yize.- Send the draft of requirements specification to the supervisor for necessary feedback (Responsible person: Mushfika Sultana).- Create the sprints in the Jira based on assigned task (Responsible person: Pranavi Vasa)
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.)