

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

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Date & time of meeting: 01-02-2019

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.

Agreed actions from previous meeting:

- 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.

Individual Responsibilities:

- Necessary communication has been done by Mushfika Sultana regarding the email for necessary feedback from the supervisor for initial 3 implementation idea.

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

New matters discussed:

- 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.

Issues/problems to be reported to the project supervisor:

Send the draft of requirements specification to the supervisor for necessary feedback.

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.
- 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)

Agenda for next Meetings

- Discussion and review the previous meeting and submitted the requirements specification.
- Initial coding for system deployment.
- Discussion on possible of difficulties regarding the implementation.

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

Chairperson: Yang Yize

Secretary: Mushfika Sultana

Date: February 11, 2019 at 15:00

Place: STEM