

## **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 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.
4. Review of actions from previous meeting:
  - Assigned tasks have been done by individual group members.
  - Necessary steps has been taken to modify the code as per given feedback of the supervisor.
5. New matters for consideration/discussion:
  - Discuss 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.
  - Discuss the status of test collection for testing. Identify all possible source to collect them.
  - Discuss the progress of testing.
6. Discussion of new actions to be carried out & individual responsibilities

No Pending action from the previous meeting.

- Finish the coding for the first version (Mushfika Sultana).
- Identify the limitations of the first version (Responsible person: Pranavi Vasa).
- Prepare some code to extract statement/Fact from the system (Responsible person: Mushfika Sultana).
- Integration and Unit Testing (Responsible person: Neeraj Sirohi, Yang Yize).
- Finalize the project management model (Responsible person: Siddharth Shyamsunder).

Agenda for the next meeting:

- Limitations of the first version (if any).
  - 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.
- The minutes for this meeting will be composed by current secretary.
7. Appointment of chairperson and secretary for the next meeting:  
Chairperson: Zhongjian Xiao  
Secretary: Mushfika Sultana
  8. Date, time and place for the next formal meeting:  
Date: February 27, 2019 at 14:00  
Place: STEM

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Explanatory notes:

Item Number	Explanation
2	N/A
3	<ul style="list-style-type: none"><li>- Discussion and review the previous meeting and submitted the requirements specification.</li><li>- Discussion on possible of difficulties regarding the implementation.</li><li>- Start the development of the final code.</li><li>- Meeting with supervisor for primary feedback regarding the initial code.</li><li>- Way to identify the limitations of developed code.</li><li>- Start the unit testing based on initial development.</li><li>- Identify the test data and start preparing the test data.</li></ul>
4	<ul style="list-style-type: none"><li>- Start the initial coding (Responsible person: Mushfika Sultana, Zhongjian Xiao, and Pranavi Vasa).</li><li>- Start the process to create a testing dataset (Responsible person: Mushfika Sultana).</li><li>- Start the unit testing based on initial code (Responsible person: Neeraj Sirohi)</li><li>- Identification of necessary problem regarding the project management model Agile (Responsible person: Siddharth Shyamsunder).</li><li>- Meeting with supervisor to discuss the scope of initial coding (Responsible person: All group members).</li></ul> <p>All the above-mentioned assigned responsibilities have been accomplished by the group members.</p>
5	<p>This is where you discuss all new matters.</p> <ul style="list-style-type: none"><li>- Discuss the progress of coding</li><li>- Fix the date of release of the first version of the software.</li><li>- Way to necessary improvement according to received feedback from the supervisor.</li><li>- Discuss the status of test collection for testing. Identify all possible source to collect them.</li><li>- Discuss the progress of testing.</li></ul>
6	<p>No Pending action from the previous meeting.</p> <ul style="list-style-type: none"><li>- Finish the coding for the first version by 25/26 February (Mushfika Sultana).</li><li>- Identify the limitations of the first version before the next meeting (Responsible person: Pranavi Vasa).</li><li>- Prepare some code to extract statement/Fact from the system by end of February (Responsible person: Mushfika Sultana).</li><li>- Integration and Unit Testing (Responsible person: Neeraj Sirohi, Yang Yize).</li><li>- Finalize the project management model by end of February 2019 (Responsible person: Siddharth Shyamsunder).</li></ul>
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>