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:

   - General discussion and demonstration of the final code within the group.
   - Way to evaluate the performance of the final code.
   - Necessary preparation regarding the system, acceptance, load, portability, and performance testing.
   - Identify the possible way of improvement of final code.

4. Review of actions from previous meeting:
   - Modification of final code (if required) after the feedback of the supervisor (Responsible person: Zhongjian Xiao).
   - Share the 100 Test Case dataset for testing by 6 March 2019 (Responsible person: Mushfika Sultana).
   - Identify the limitation of final code along with possible solutions (Responsible person: Pranavi Vasa).
   - Perform the remaining system, acceptance, load, portability, and performance testing by 13 March 2019 (Responsible person: Neeraj Sirohi, Siddharth Shyamsunder, Yang Yize).
   - Release the final version after the supervisor feedback (Responsible person: Group 6 members).

   Above-mentioned task have been done except the modification of the final code as the supervisor feedback is positive for the final code.

5. New matters for consideration/discussion:
   - Necessary preparation for the presentation.
   - Breakdown the work between group (For final report and presentation).

6. Discussion of new actions to be carried out & individual responsibilities
   - Preparation for final presentation by 17 March, 2017 (Responseble person: Group 6).
   - Preparation for the final report by 20 March 2019 (Responsible person: Group 6).
   - Finish the remaining task that is related to the group project (Responsible person: Group 6).

   The minutes for this meeting will be done by the current secretary.

7. Appointment of chairperson and secretary for the next meeting: N/A

8. Date, time and place for the next formal meeting: N/A

Explanatory notes:

Item Number	Explanation
2	N/A
3	- General discussion and demonstration of the final code within the group. - Way to evaluate the performance of the final code. - Necessary preparation regarding the system, acceptance, load, portability, and performance testing. - Identify the possible way of improvement of final code.
4	- Modification of final code (if required) after the feedback of the supervisor (Responsible person: Zhongjian Xiao). - Share the 100 Test Case dataset for testing by 6 March 2019 (Responsible person: Mushfika Sultana). - Identify the limitation of final code along with possible solutions (Responsible person: Pranavi Vasa). - Perform the remaining system, acceptance, load, portability, and performance testing by 13 March 2019 (Responsible person: Neeraj Sirohi, Siddharth Shyamsunder, Yang Yize). - Release the final version after the supervisor feedback (Responsible person: Group 6 members).
5	- Necessary preparation for the presentation. - Breakdown the work between group members (For final report and presentation).
6	- Preparation for final presentation by 17 March, 2017 (Responsible person: Group 6). - Preparation for the final report by 20 March 2019 (Responsible person: Group 6). - Finish the remaining task that is related to the group project (Responsible person: Group 6).
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.)