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:
    - Limitations of the first version.
    - 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.

4. Review of actions from previous meeting:
    - Identify the way to minimize the limitation of the first version of the software by 29 February 2019 (Responsible person: Pranavi Vasa).
    - Finish the final coding with all possible improvement by 4 March 2019 (Responsible person: Zhongjian Xiao).
    - Continuation of integration testing (Responsible person: Neeraj Sirohi).
    - Finish the preparation for the test set (with 100 test case) in order to accomplish the final testing (Responsible person: Mushfika Sultana).
    - Necessary communication with the supervisor to fix a meeting to demonstrate the modified code (Responsible person: Siddharth Shyamsunder).

       Above-mentioned actions have been done by the group members.

5. New matters for consideration/discussion:
    - 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.

6. Discussion of new actions to be carried out & individual responsibilities
    - 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 limition 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).

       The minutes for this meeting will be submitted by current secretary.

7. Appointment of chairperson and secretary for the next meeting:
    Chairperson: Siddharth Shyamsunder
    Secretary: Mushfika Sultana

8. Date, time and place for the next formal meeting:
    Date: March 14, 2019 at 18:00
    Place: NTC

Explanatory notes:

Item Number	Explanation
2	N/A
3	- Limitations of the first version. - 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.
4	- Identify the way to minimize the limitation of the first version of the software by 29 February 2019 (Responsible person: Pranavi Vasa). - Finish the final coding with all possible improvement by 4 March 2019 (Responsible person: Zhongjian Xiao). - Continuation of integration testing (Responsible person: Neeraj Sirohi). - Finish the preparation for the test set (with 100 test case) in order to accomplish the final testing (Responsible person: Mushfika Sultana). - Necessary communication with the supervisor to fix a meeting to demonstrate the modified code (Responsible person: Siddharth Shyamsunder). Above-mentioned actions have been done by the group members.
5	- 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.
6	- 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).
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.)