

Week 12 – Minutes of Meeting

Project Name: Huachang Growmax Sales Order Application

Company: Huachang Growmax

Client Meeting

No client meeting was conducted during Week 12.

Team Meeting 1

Date: 11/11/2024

Time: 7:00 PM – 8:00 PM

Venue: Google Teams

Attendees: Benjamin Tan Chen Hern (Leader), Wallace Iglesias Chandrio, Hein Htet Naing, Mahanthe Acharige Sachindri Sudeepa Chandrasiri

Person In Charge: Benjamin Tan Chen Hern

Discussion Points:

1. Task Assignment for Test Plan Document:

- The team discussed the structure of the Test Plan and agreed to assign sections to streamline the workload:
 - Section 1 (Test Items and Scope): Wallace
 - Section 2 (Test Environment Setup): Ted
 - Section 3 (Roles, Responsibilities, and Schedules): Ben
 - Section 4 (Risk Analysis and Contingency Planning): Sachi

2. Deliverable Timelines:

- Team members committed to submitting their drafts by 16/11/2024 for review.

Action Items:

1. All team members to start drafting their respective section

Team Meeting 2

Date: 16/11/2024

Time: 6:00 PM – 7:30 PM

Venue: Google Teams

Attendees: Benjamin Tan Chen Hern (Leader), Wallace Iglesias Chandrio, Hein Htet Naing, Mahanthe Acharige Sachindri Sudeepa Chandrasiri

Person In Charge: Benjamin Tan Chen Hern

Discussion Points:

Review of Test Plan Drafts:

- Section 1 (Wallace):
 - Presented the Introduction section, covering purpose, scope, objectives, and resources.
 - Feedback:
 - Include more detailed assumptions and constraints.
- Section 2 (Ted):
 - Shared the Test Items section, listing features to be tested and initial test cases.
 - Feedback:
 - Expand on functional test cases with specific scenarios.
- Section 3 (Ben):
 - Outlined the Strategy, including roles, schedule, and risk management.
 - Feedback:
 - Add a detailed testing schedule with milestones.
- Section 4 (Sachi):
 - Presented Pass/Fail Criteria, suspension criteria, and approval processes.
 - Feedback:
 - Provide clear, measurable criteria for test success.

Action Items:

1. The team will revised the test plan to address feedback.