Meeting Minutes

Subject
Routine Group Meeting

Date, Time (duration) and Venue
1st April 2022, 10.30 AM – 11.30 AM (1 hr)   - Online

Attendees	Non-Attendees
- Arora Srishti (Project Manager) - Pandey Pratyush (Lead Developer) - Surawar Sanath (Front-End Developer) - Rajagopal Mahadevan Iyer (Back-end Developer) - Acharya Atul (QA Manager) - Tayal Aks (QA Engineer) - Agarwal Gopal (Release Engineer)	· N/A

Chaired by	Arora Srishti
Last meeting minutes have been reviewed	Yes

Progress Updates

Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Test Plan	The contents of the test plan was discussed by the Project Manager and the QA team. Features that were decided to be included in the test plan were: ● Functional stated in the System Requirement Specification (SRS) ● Non-functional stated in the System Requirement Specification (SRS)	The QA team was assigned to formulate the test plan.	QA Team Deadline: 12th April 2022

	● User acceptance testing ● All the use cases developed to describe the system usage Alpha and Beta testing will be planned are included in the scope of User Acceptance Testing.		
Deliverables for Lab 5	Confirmation of deliverables for Lab 2	Checked with manual and deliverables found at NTULearn and discussed on priorities, difficulty and time required (number of days) to complete the task. This was done for all deliverables to ensure efficiency.	Team Deadline: Completed
	Discussion of the tasks needed for backlog	Allocated tasks to team members and reminded them to update the backlog once the task is completed.	Team Deadline: 10th April 2022, 10.30 AM
Test Cases and Requirements Testing	Functions to be tested using both black box and white box testing were decided: ● Sign Up ● Login ● View Profile ● Chat	The document was assigned to the QA team who will work closely with the Developing team.	QA Team and Development Team Deadline: 9th April 2022
The next meeting will be held			TBD
This minutes have been agreed by all attendees			Srishti Arora