


Meeting Minutes

| Subject | | | |
|---|--|--|---------------------|
| Group meeting | | | |
| Date, Time (duration) and Venue | | | |
| <ul style="list-style-type: none">18/Oct/2023 10:00 am – 11:00 amOnline | | | |
| Attendees | | Non-Attendees | |
| <ul style="list-style-type: none">Abdul Siddiq Bin Mohd YussainiNg Yue Jie AlphaeusRoy Lau Run-XuanTran Trung Dung (Charles)Wang Xin Yan LloydRyan Teo Cher Kean | | | |
| Chaired by | | Abdul Siddiq Bin Mohd Yussaini | |
| Last meeting minutes have been reviewed | | Yes | |
| Progress Updates | | | |
| Task | Problem/Issue/Progress | Solution/Action | Taken by & deadline |
| 1 | To make changes with the prompts which allows ChatGPT to be more deterministic. | Make ChatGPT ask questions in the form of who, what, when, where and how. When crafting prompts, use valid English instead of returning just the options and their votes. | 26 Oct 2023 |
| 2 | To allow users to regenerate options/ questions if they are not satisfied with it. | Addition of a button during each round to regenerate options/ questions. | 26 Oct 2023 |

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|---|---|--|---|
| 3 | Draft Software Configuration Management Plan | Lloyd to draft the Software Configuration Management Plan for review. | 26 Oct 2023 |
| 4 | Draft Release Plan | Lloyd to draft the Release Plan for review. | 26 Oct 2023 |
| 5 | Draft Change Management Plan | Alphaeus to draft the Change Management Plan for review. | 26 Oct 2023 |
| 6 | Draft Design Report On Software Maintainability | Roy to draft the Design Report On Software Maintainability for review. | 26 Oct 2023 |
| 7 | Draft slides for presentation | All are to work on their own portion of the slides for review. | 26 Oct 2023 |
| 8 | Fix backend tests | Charles | 26 Oct 2023 |
| The next meeting will be held | | | 25 Oct 2023, 8:00pm - 9:00pm, Online |
| This minutes have been agreed by all attendees | | |  |