

# Meeting Minutes

Subject			
4 <sup>th</sup> Meeting - Lab 2			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> <li>21 September 2025 11:30 pm – 1:20 am</li> <li>Zoom</li> </ul>			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> <li>Shen Jia Cheng</li> <li>Vu Thao Nguyen</li> <li>Akshay Krishna</li> <li>Aishwarya Anand</li> <li>Nguyen Phuong Linh</li> <li>Tran Son Viet</li> </ul>			
Chaired by			Aishwarya Anand
Last meeting minutes have been reviewed			Yes
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Task1	Review of SRS	The team went through the completed SRS document. Minor formatting issues were noted, and the team agreed to standardize headings and spacing.	Team / 21 Sept 2025
Task2	Review of Quality Plan	The team reviewed the quality plan and confirmed that the testing strategy and acceptance criteria were clear. Some suggestions were made to rephrase certain points for better readability.	Team / 21 Sept 2025

<b>Task3</b>	Review Backlog	The backlog was reviewed for clarity and completeness. A few task descriptions were considered vague, so the team revised them for better understanding.	Team / 21 Sept 2025
<b>Task4</b>	Finalization & Submission	The team discussed the final consolidation of all deliverables. It was agreed that Aishwarya would handle submission on Github	Team / 23 Sept 2025
<b>Task5</b>	Start of Coding	The team discussed when to begin coding the project. Considering that all documentation is nearly complete and reviewed, it was decided that coding would officially start on 24 Sept 2025. Team members agreed to begin development in parallel with any final adjustments to documents if necessary.	Team / 14 Oct 2025
<b>The next meeting will be held</b>			24 Sep 2025, SWLab3
<b>This minutes have been agreed by all attendees</b>			Aishwarya