

Meeting Minutes

4 th Meeting - Lab 2			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> · 21 September 2025 11:30 pm – 1:20 am · Zoom 			
Attendees	Non-Attendees		
<ul style="list-style-type: none"> - Shen Jia Cheng - Vu Thao Nguyen - Akshay Krishna - Aishwarya Anand - Nguyen Phuong Linh - Tran Son Viet 			
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

Task3	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
Task4	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
Task5	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
The next meeting will be held			24 Sep 2025, SWLab3
This minutes have been agreed by all attendees			Aishwarya