

Meeting Minutes (4)

Subject			
Routine Group Meeting (4)			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> 08/09/2022 8:30 – 10:30 pm Meeting Room - SWLAB3 			
Attendees		Non-Attendees	
Kolady Anamika Martin Verma Nandini Duong Ngoc Yen Anandarajan Sindini Chua Jim Sean			
Chaired by Anandarajan Sindini			
Last meeting minutes have been reviewed			Yes
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
1	Proposal and use case description refining	Check the proposal and use case description again with all members	All members Deadline: 21/09/2022 8:30 pm
2	Work allocation for documents	<ul style="list-style-type: none"> Refining use case model and description: Anamika and Nandini Refining project proposal: Yen, Sean, Sindini System requirement specifications: Yen, Sean, Sindini Quality Plan: Nandini, Anamika 	All members Deadline: 21/09/2022 8:30 pm

The next meeting will be held	Saturday 17/09/2022 10 pm Venue: Zoom
This minutes have been agreed by all attendees	Signed by chair

Meeting Minutes (5)

Subject			
Routine Group Meeting (5)			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> 17/09/2022 10:00 – 10:30 pm Meeting Room - Zoom 			
Attendees		Non-Attendees	
Kolady Anamika Martin Verma Nandini Duong Ngoc Yen Anandarajan Sindini Chua Jim Sean			
Chaired by Anandarajan Sindini			
Last meeting minutes have been reviewed			Yes
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
1	Proposal and use case description refining	Check the proposal and use case description again with all members	All members Deadline: 21/09/2022 8:30 pm
2	Quality Plan	Quality Plan Completed: Nandini, Anamika	Done
3	Work allocation for documents	<ul style="list-style-type: none"> Refining use case model and description: Anamika and Nandini Refining project proposal: Yen, Sean, Sindini System requirement 	All members Deadline: 21/09/2022 8:30pm

		specifications: Yen, Sean, Sindini	
The next meeting will be held			Thursday 22/09/2022 8:30 am Venue: SWLAB 3
This minutes have been agreed by all attendees			Signed by chair