Meeting Minutes

Subject
Group Meeting to Finalise System Requirements Specification & Quality Plan

Date, Time (duration) and Venue
Date: 9 / Feb / 2021 Time: 5:30 pm - 6:30 pm Venue: Zoom

Attendees	Non-Attendees
1. Nicklaus Tan (Project Manager) 2. Kumar Mehul (Lead Developer) 3. Ravishankar Amrita (Front-End Developer) 4. Datta Anusha (Back-End Developer) 5. S Sri Kalki (QA Manager) 6. Loe Kit Leong Daniel (QA Engineer) 7. Elliot Ong (QA Engineer) 8. Alex Leong (Release Engineer)	· N.A·

Chaired by	Amrita & Mehul
Last meeting minutes have been reviewed	Yes

Progress Updates

Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Discuss and update team members on the project progress (Development Team)	Discussion of prototype system, backend database progress and any issues faced while completing tasks assigned to the development team from the prior meetings	Development team shared backend database structure (complying with proper data to function mappings) with all team members Front end navigation as well as sign in feature through google account coded and demo-ed to all team members with no objections raised Prototype system of CashTrack coded by	Team Deadline: Completed

		development team, shared, discussed, and approved by all team members	
Discuss and update team members on the project progress of the System Requirement Specification (SRS)	Discussion of the latest SRS and any issues faced while completing tasks assigned to each team member in the previous meeting	**Outstanding (To do) Headers:** 4, 5, 6, 9, 10, 12, 14, & Data Dictionary **1) Table of Contents** Section's representation reviewed and agreed by all team members with no further changes required **2) Problem Statement** Section's representation reviewed and agreed by all team members with no further changes required **3) Overview** Section's representation reviewed and agreed by all team members with no further changes required **4) Investigation & Analysis Methodology** Prototyping: As the development of the system is still in progress, addition of drafts/proof of concepts	Team Deadline: Completed

| | | for the various levels of prototype below will be added in soon:

- Lo-fi Prototype (Initial)
- Wireframes (Beginning of Implementation)
- Prototype (Minimum viable product, first version product)

5) Constraints

Scalability:

Add project schedule (Gantt chart) under Constraints

Add and provide an explanation how liskov principle will help the application's scalability

Provide a clear explanation how MEAN stack accomplishes as well as enhance scalability requirements

Data and Function Mapping:

As the development of the system is still in progress, proper/accurate data and function mapping will be added once the prototype is ready

6) Operational Requirements

Audit Trail:

Add a process flow control diagram | |

		showing how the access token generated by OAuth tracks user activity within a given session	
		7) Functional Requirements	
		Section's representation reviewed and agreed by all team members with no further changes required	
		8) Non-Functional Requirements	
		Section's representation reviewed and agreed by all team members with no further changes required	
		9) Process Requirements	
		Activity Diagram:	
		To add a flow control/dialog map type diagram for each type of user (General User, Payer, Payee)	
		10) Input Requirements	
		Add an additional input requirement personal expense limit	
		Change point forms of input requirements into sentences	
		11) Output Requirements	

		Section's representation reviewed and agreed by all team members with no further changes required

12) Hardware Requirements

Device Capabilities:

Though CashTrack is a web application, it also can be used on mobile devices such as smartphones as it is cross-platform compatible

13) Software Requirements

Section's representation reviewed and agreed by all team members with no further changes required

14) Deployment Requirements

Add a deployment strategy diagram (modification of system architecture diagram) and describe what each stage does

Appendix A

Data Dictionary:

To identity more potentially ambiguous and technical terms to add to data dictionary | |

Discuss and update team members on the project progress of the Quality Management Plan	Discussion of latest Quality Management Plan and any issues faced while completing tasks assigned to each team member in the previous meeting	Scope of quality management plan to be further elaborated on	Team Deadline: Completed
Distribute tasks among team members	Discuss agenda for next meeting and distribute tasks among team members that must be completed by the next meeting	**Agenda**: Discuss project progress updates, address any concerns/issues and finalise details of documents being submitted for Lab 2 **Distribution of work:** System Requirement Specification (SRS): Amrita, Anusha & Mehul: 1) Investigation & Analysis Methodology (Prototyping) 2) Constraints (Data and Function Mapping) 3) Deployment Requirements Mehul: 1) Audit Trail (Rough Flow Diagram) 2) Process Requirements (Activity Diagram) 3) Input Requirements Daniel: 1) Constraints (Scalability)	All content submission documents must be finalised by Team Deadline: 13th February 2021 All WIKI content for Lab 2 submission must be uploaded by Team Deadline: 14th February 2021

		2) Audit Trail (Flow Diagram) Harish: 1) Hardware Requirements (Device Capabilities) Alex, Elliot, Nicklaus: 1) Data Dictionary 2) Browse SRS thoroughly and resolve any outstanding comments where possible Quality Management Plan: Amrita: 1) Scope **To keep in mind:** To work on project backlog for lab 2	
The next meeting will be held		Date: 14 / Feb / 2021 Time: 6:00 pm – 7:00 pm Venue: Zoom
This minute have been agreed by all attendees		Nicklaus