Meeting Minutes

Subject
Group Meeting to finalize Project Plan and Risk Management Plan

Date, Time (duration) and Venue
Date: 3 / Mar / 2021 Time: 9:00 pm – 10:00 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	Nicklaus
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 system, backend database progress and any issues faced while completing tasks assigned to the development team from the prior meetings	The development team shared further developments between the front-end and backend database linkage with all team members. No objections/issues raised by team members.	Team Deadline: Completed

Discuss and update team members on the project progress of the Project Plan	Discussion of the latest Project Plan and any issues faced while completing tasks assigned to each team member in the previous meeting	Fill up the revision history accordingly Resolve alignment issues of table of contents **1) Introduction** Section's representation reviewed and agreed by all team members with no further changes required **2) Project Organization** Add project specific roles as declared in the WIKI and their respective roles and responsibilities **3) Process Definition** Add a rough diagram depicting the lifecycle model described **4) Schedule** Section's representation reviewed and agreed by all team members with no further changes required **5) Project Estimates** Section's representation reviewed and agreed by all team members with no further changes required **6) Product Checklist**	Team Deadline: Completed

		Section's representation reviewed and agreed by all team members with no further changes required	
		7) Best Practice Checklist	
		Section's representation reviewed and agreed by all team members with no further changes required	
		8) Risk Management	
		Establish links and provide examples how the risks mentioned affects the proposed system specifically	
		9) **Quality Assurance**	
		Section's representation briefly reviewed and agreed initially by all team members, however, will have to re-look through the contents at own time to re-evaluate if changes must be made	
		10) Monitoring & Control	
		Section's representation briefly reviewed and agreed initially by all team members, however, will have to re-look through the contents at own time to re-evaluate if changes must be made	

Discuss and update team members on the project progress of the Risk Management Plan	Discussion of the latest Risk Management Plan and any issues faced while completing tasks assigned to each team member in the previous meeting	Remove the blue coloured placeholder words before uploading to WIKI Nicklaus, Mehul, Kalki and Daniel to fill up the Risk Management Plan Approval section accordingly	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 further work distribution **Distribution of work:** Coding: Amrita, Anusha, Mehul: 1) Chat function 2) Backend data and function mapping 3) Navigational linking of notifications 4) Front-end navigational links 5) Develop prototype ready for simple demo Project Plan: Amrita, Anusha: 1) Project Organization Mehul: 1) Process Definition Alex: 1) Risk Management	Team Deadline: 10th March 2021

		Everyone: 1) Re-look through the contents of headers 9 (Quality Assurance) and 10 (Monitoring and Control) to re-evaluate if changes must be made Risk Management Plan: Nicklaus, Kalki, Elliot, Daniel: 1) Tidy up the formatting of the document to be ready for submission Nicklaus, Mehul, Kalki and Daniel: 1) Fill up the Risk Management Plan Approval section accordingly Backlog: Kalki: 1) Touch up on the backlog – lab 3	
The next meeting will be held			Date: 10 / Mar / 2021 Time: 9:00 pm – 10:00 pm Venue: Zoom
This minute have been agreed by all attendees			Nicklaus