Meeting Minutes

Subject
Discussion of the final changes/amendments to the Lab 5 deliverables as well as debrief and reflection – Final Group Meeting

Date, Time (duration) and Venue
Date: 6 / Apr / 2021   Time: 10:30 am – 12:30 pm   Venue: ARC

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	Anusha
Last meeting minutes have been reviewed	Yes

Progress Updates

Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Discuss and finalize the Test Plan deliverable	Discussion of the latest Test Plan and any issues faced while completing tasks assigned to each team member in the previous meeting	Test Plan's representation reviewed and agreed by all team members. Team members to ensure consistent formatting throughout the document before submitting.	Team Deadline: Completed
Discuss and finalize the Test Cases and Requirements Test Coverage	Discussion of the latest Test Cases and Requirements Test Coverage Report and any issues faced while	Test Cases and Requirements Test Coverage Report's representation reviewed and agreed	Team

Report deliverable	completing tasks assigned to each team member in the previous meeting	by all team members. Team members to ensure consistent formatting throughout the document before submitting.	Deadline: Completed
Discuss and finalize the CMMI level 2 definition deliverable	Discussion of the latest CMMI level 2 definition and any issues faced while completing tasks assigned to each team member in the previous meeting	CMMI level 2 definition's representation reviewed and agreed by all team members. Team members to ensure consistent formatting throughout the document before submitting.	Team Deadline: Completed
Project Debrief and Reflection	Discuss agenda for next meeting and distribute tasks among team members that must be completed by the next meeting	**Debrief:** All components of the project have been completed. Upload remaining documents to WIKI and SVN (dateline is 2 weeks after final presentation date 6th April 2021) **Reflection:** All team members felt that in the beginning, the atmosphere was a bit tense, some not knowing each other prior to the project. As time went by, the group grew closer and bonded which made the experience a more enjoyable one. Sometimes we can play to our strengths rather than be forced into a specific role. Teamwork makes the dream work.	Team Deadline: Completed

		Utilizing the technical, analytical and design skills learnt from this course, these skills can be very useful for application in future courses of work.	
The next meeting will be held			Date: - Time: - Venue: -
This minute have been agreed by all attendees			Nicklaus