

Meeting Minutes

Subject

Lab 4 (Configuration Management) – Routine Group Meeting

Date, Time (duration) and Venue

Date: 14 / Mar / 2021

Time: 1:00 pm – 2:00 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

Anusha

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

Coding side of the application is completed. Testing to be done to ensure all functional requirements have been met as well as general reliability of the system.

Team
Deadline: Completed

Discuss the strategy for designing the software system	Discuss and elaborate on the strategy used to design the software system	Team members discussed and reviewed the advantages and disadvantages of the various design patterns, ultimately choosing the MVC (Model, View and Controller) pattern as it helps us achieve low coupling and high cohesion between the various software components.	Team Deadline: Completed
Discuss and clarify the key concepts, definitions, and requirements of the Configuration Management Plan	Discussion and standardisation of the interpretations and requirements of the Configuration Management Plan	<p>1) Identification</p> <p><u>Standard and regulatory References:</u></p> <p>Add a brief explanation stating the importance/relevance of the standards and regulations to our product, CashTrack</p> <p>2) Organisation</p> <p>All team members discussed, reviewed, and agreed on the interpretations and requirements of this section</p> <p>3) Configuration Identification</p> <p>Remove the section regarding the SOUP methodology, replace it with a suitable framework for our project</p> <p>4) Configuration Control</p> <p>All team members discussed, reviewed,</p>	Team Deadline: Completed

		<p>and agreed on the interpretations and requirements of this section</p> <p>5) Configuration Support Activities</p> <p>All team members discussed, reviewed, and agreed on the interpretations and requirements of this section</p>	
Discuss and clarify the key concepts, definitions, and requirements of the Change Management Plan	Discussion and standardisation of the interpretations and requirements of the Change Management Plan	All team members discussed, reviewed, and agreed on the interpretations and requirements of the Change Management Plan	<p>Team</p> <p>Deadline: Completed</p>
Discuss and clarify the key concepts, definitions, and requirements of the Release Plan	Discussion and standardisation of the interpretations and requirements of the Release Plan	<p>Edit template cover page to suit project teams' style of formatting</p> <p>List of Figures and List of Tables to be substituted with the appropriate appendixes placed at the bottom of the document</p> <p>Personnel working on their individual sections in this document should also update the Glossary & Acronyms sections simultaneously for consistency</p>	<p>Team</p> <p>Deadline: Completed</p>
Distribute tasks among team members	Discuss agenda for next meeting and distribute tasks among team members that must be	<p>Agenda:</p> <p>Discuss project progress updates, address any</p>	

completed by the next meeting

concerns/issues and further work distribution

Distribution of work:

Coding:

Amrita, Anusha, Mehul:

- 1) Final touch up of code

Configuration

Management Plan:

Kalki:

- 1) Identification

Alex:

- 1) Organization

Nicklaus:

- 1) Configuration Identification

Elliot:

- 1) Configuration Control

Daniel:

- 1) Configuration Support Activities

Change Management Plan:

Kalki:

- 1) Introduction
- 2) Responsibilities
- 3) Appendix A

Daniel, Elliot:

Team

Deadline: 19th March 2021

- 1) Change Management Process
- 2) Appendix B
- 3) Appendix C
- 4) Appendix D
- 5) Appendix E

Nicklaus, Mehul, Harish and Daniel:

- 1) Fill up the Change Management Plan approval section accordingly

Release Plan:

Amrita, Anusha:

- 1) Introduction
- 2) Referenced Documents
- 3) Assumption, Constraints, Risks

Mehul:

- 1) Overview

Alex, Nicklaus:

- 1) Release Approach

Nicklaus, Mehul, Harish and Daniel:

- 2) Fill up the Release Plan approval section accordingly

Backlog:

Kalki:

- 1) Backlog – Lab 4

The next meeting will be held	Date: 19 / Mar / 2021 Time: 1:00 pm – 2:00 pm Venue: Zoom
This minute have been agreed by all attendees	Nicklaus