

# Meeting Minutes

## Subject

Group Meeting to discuss Configuration Management Plan, Change Management Plan, Release Plan and Lab 5 Deliverables

## Date, Time (duration) and Venue

Date: 23 / Mar / 2021

Time: 10:30 am – 12:30 pm

Venue: Software Lab 3

## 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

Mehul

## Last meeting minutes have been reviewed

Yes

## Progress Updates

Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
<b>System demo to lab teaching assistant and lab professor</b>	Show system functionalities to lab teaching assistant and lab professor	<p>Lab professor and lab TA provided feedback regarding potential future improvements for the application.</p> <p>Based on feedback given, no further modifications of the application are required.</p> <p>All codes have been uploaded to the SVN (Version Control System) already</p>	<p>Team</p> <p>Deadline: Completed</p>

<b>Discuss about the ideation/formulation of the change management plan</b>	Discuss and agree on the implementation of the change management plan regarding the development of CashTrack	All team members discussed, reviewed, and agreed on the process of change management in regard to the development of CashTrack	Team Deadline: Completed
<b>Discuss and update team members on the project progress of the Configuration Management Plan (For Lab 4)</b>	Discussion of the Configuration Management Plan and any issues faced while completing tasks assigned to each team member in the previous meeting	Team members previously tasked with the Configuration Management Plan are to complete all outstanding revisions as stated in the previous meeting minutes (19 <sup>th</sup> March 2021 Meeting Minutes)	Team Deadline: Completed
<b>Discuss and update team members on the project progress of the Change Management Plan (For Lab 4)</b>	Discussion of the Change Management Plan and any issues faced while completing tasks assigned to each team member in the previous meeting	Team members previously tasked with the Change Management Plan are to complete all outstanding revisions as stated in the previous meeting minutes (19 <sup>th</sup> March 2021 Meeting Minutes)	Team Deadline: Completed
<b>Discuss and update team members on the project progress of the Release Plan (For Lab 4)</b>	Discussion the Release Plan and any issues faced while completing tasks assigned to each team member in the previous meeting	Team members previously tasked with the Release Plan are to complete all outstanding revisions as stated in the previous meeting minutes (19 <sup>th</sup> March 2021 Meeting Minutes)	Team Deadline: Completed
<b>Discuss and clarify the key concepts, definitions, and requirements of the Design report on software</b>	Discussion and standardisation of the interpretations and requirements of the Design report on software maintainability	All team members discussed, reviewed, and agreed on the interpretations and requirements of the Design report on software maintainability	Team Deadline: Completed

<b>maintainability (For Lab 4)</b>			
<b>Discuss and clarify the key concepts, definitions, and requirements of the Test Plan (For Lab 5)</b>	Discussion and standardisation of the interpretations and requirements of the Test Plan	All team members discussed, reviewed, and agreed on the interpretations and requirements of the Test Plan	Team Deadline: Completed
<b>Discuss and clarify the key concepts, definitions, and requirements of the Test Cases and Requirements Test Coverage Report (For Lab 5)</b>	Discussion and standardisation of the interpretations and requirements of the Test Cases and Requirements Test Coverage Report	All team members discussed, reviewed, and agreed on the interpretations and requirements of the Test Cases and Requirements Test Coverage Report	Team Deadline: Completed
<b>Discuss and clarify the key concepts, definitions, and requirements of the CMMI level 2 definition (For Lab 5)</b>	Discussion and standardisation of the interpretations and requirements of the CMMI level 2 definition	All team members discussed, reviewed, and agreed on the interpretations and requirements of the CMMI level 2 definition	Team Deadline: Completed
<b>Distribute tasks among team members (For Lab 4 Deliverables)</b>	Discuss agenda for next meeting and distribute tasks among team members that must be completed by the next meeting	<b>Agenda:</b>  Discuss project progress updates, address any concerns/issues and further work distribution  <b>Distribution of work:</b>  <u>Configuration Management Plan:</u>  Amrita & Anusha;  1) Configuration Identification	

Elliot:

- 1) Configuration Control

Daniel:

- 1) Configuration Support Activities

Kalki, Alex, Nicklaus:

- 1) Re-visit and re-evaluate the document to see if further changes have to be made

Change Management Plan:

Kalki:

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

Daniel, Elliot:

- 1) Standardization of text size and fonts used
- 2) Appendix C
- 3) Appendix E

Nicklaus, Mehul, Kalki and Alex:

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

Release Plan:

Amrita, Anusha:

Team

Deadline: 28th March 2021

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

Mehul:

- 1) Overview

Alex, Nicklaus:

- 1) Release Approach

Amrita, Anusha, Mehul,  
Alex, Nicklaus:

- 1) Glossary
- 2) Acronyms
- 3) Appendices

Nicklaus, Mehul, Kalki  
and Daniel:

- 1) Fill up the Release Plan approval section accordingly

Design report on software maintainability:

Amrita, Anusha, Mehul:

- 1) Design Strategies
- 2) Architectural Design Patterns
- 3) Software Configuration Management Tools

Backlog:

Kalki:

- 1) Backlog – Lab 4

<p><b>Distribute tasks among team members (For Lab 5 Deliverables)</b></p>	<p>Distribute tasks among team members that must be completed by the meeting following the meeting on 28<sup>th</sup> March 2021</p>	<p><b>Distribution of Work:</b></p> <p><u>Presentation Slides:</u></p> <p>Amrita, Anusha, Mehul</p> <p><u>Test Plan:</u></p> <p>Nicklaus:</p> <ol style="list-style-type: none"> <li>1) Test Plan Identifier</li> <li>2) Introduction</li> <li>3) Test Items</li> <li>4) Approvals</li> </ol> <p>Elliot:</p> <ol style="list-style-type: none"> <li>1) Features To Be Tested</li> <li>2) Features Not To Be Tested</li> <li>3) Approach</li> </ol> <p>Kalki:</p> <ol style="list-style-type: none"> <li>1) Item Pass/Fail Criteria</li> <li>2) Suspension Criteria And Resumption Requirements</li> <li>3) Test Deliverables</li> </ol> <p>Daniel:</p> <ol style="list-style-type: none"> <li>1) Testing Tasks</li> <li>2) Environmental Needs</li> <li>3) Responsibilities</li> </ol> <p>Alex:</p> <ol style="list-style-type: none"> <li>1) Staffing and Training Needs</li> <li>2) Schedule</li> <li>3) Risks And Contingencies</li> </ol>	<p>Team</p> <p>Deadline: Meeting after 28th March 2021's meeting</p>
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		<u>Test Cases and Requirements Test Coverage:</u> Amrita, Anusha, Mehul  <u>CMMI level 2 definition:</u> Kalki, Alex, Daniel  <u>Backlog:</u> Kalki: Backlog – Lab 5  <u>Team members to keep in mind:</u> Peer evaluation	
The next meeting will be held			Date: 28 / Mar / 2021 Time: 1:00 pm – 2:00 pm Venue: Zoom
This minute have been agreed by all attendees			Nicklaus