Meeting Minutes

Subject
Group Meeting to discuss Configuration Management Plan, Change Management Plan and Release Plan

Date, Time (duration) and Venue
Date: 19 / 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	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	Coding side of the application is completed. Testing to be done to ensure all functional requirements have been met as well as ensure general reliability of the system. Naming convention of the source code files and resources to be standardized with the format defined in the Configuration Management Plan	Team Deadline: Completed

| Discuss the strategy of how the list of releases are meant to be rolled out | Discuss and formulate a plan detailing the product releases for CashTrack | CashTrack will be rolled out in 5 stages.

1st stage:
Account Registration, System Login and System Logout, Creation / Updating / Deleting of Personal Expense Record and Notification System.

2nd stage:
Setting Expense Limit (including notification when approaching expense limit), Inviting Friends to CashTrack, Add/Delete Friends, Friends List, Creating/ Updating / Deleting Shared Expense Records (Phase 1: Manually Splitting of shared expense bill with one other person).

3rd stage:
Creation/Updating/Deleting of groups (Adding friends to group), Friends Details, Add/Delete Friends, Friends List, Creating/ Updating / Deleting Shared Expense Records (Phase 2: Additional split bill options, comments, and multi-person / group Shared Expense Record).

4th stage:
Dashboard expense data analytics and group details

5th stage:
User chat messaging system | Team

Deadline: Completed |

Discuss and update team members on the project progress of the Configuration Management Plan	Discussion of first draft of the Configuration Management Plan and any issues faced while completing tasks assigned to each team member in the previous meeting	**General Changes:** Revise table of contents (Ensure each page stated in table of contents links to the correct corresponding section) Ensure text size and font used throughout the document is consistent Add a reference table at the end of the document stating the names and roles of the personnel involved in the Configuration Management Plan. (And any additional assignments of roles, i.e. Lead Developer assumes role of Software Configuration Manager) **1) Identification** Section's representation reviewed and agreed by all team members with no further changes required **2) Organisation** Section's representation reviewed and agreed by all team members with no further changes required **3) Configuration Identification**	Team Deadline: Completed

		Under 3.1.1.1, add two sub sections to the 'Source Code' item, namely 'Frontend Development' and 'Development Tools' **4) Configuration Control** Under 4.1, add an abstracted view of the general Change Management Process as documented in the Change Management Plan document **5) Configuration Support Activities** Section's representation reviewed and agreed by all team members with no further changes required	
Discuss and update team members on the project progress of the Change Management Plan	Discussion of first draft of the Change Management Plan and any issues faced while completing tasks assigned to each team member in the previous meeting	**General Changes:** Ensure text size and font used throughout the document is consistent **1) Introduction** Section's representation reviewed and agreed by all team members with no further changes required **2) Change Management Process** Under 2.1, to change the 'Log Updated	Team Deadline: Completed

		Status' duration to start from the 'Evaluate CR' **3) Responsibilities** For the 'Contact column, add in the personnel email alongside their phone number following the format email/phone number. For the Change Feasibility Group and Change Implementation Group, additionally add in their respective contact handles as well (i.e. Instagram, Facebook, etc.) **Appendix A: Change Management Plan Approval:** Shared consensus that the 'Role' data field should describe the specific roles played in this current document	
Discuss and update team members on the project progress of the Release Plan	Discussion of first draft of the Release Plan and any issues faced while completing tasks assigned to each team member in the previous meeting	**General Changes:** Nicklaus, Kalki, Mehul, Daniel to fill up the Release Plan Approval section accordingly Data from the List of Figures and Tables section can be represented by data in the appendix Add in the appropriate data in the Revision History, Glossary, Acronyms and Appendices sections	Team Deadline: Completed

			1) **Introduction** Add description for introduction header Minor rephrasing of select words to be done Under 1.4, Product Owners will give approval of Acceptance testing (previous was Change Management Coordinator) 2) **Referenced Documents** Add in the various referenced documents accordingly 3) **Overview** Add and describe the high-level context diagrams for the system and subsystems 4) **Assumptions, Constraints, Risks** Under 4.3, Add in the description of risks associated with release of the system 5) **Release Strategy** Under 5.2.1, First stage release should contain a minimal viable product with a substantial function (i.e. Creating a personal expense record). Essentially merge the current first stage	

		release and second state release Under 5.2.2, add a Gantt chart representing the schedule for the various levels of increment release of the system	
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:** Standardization: Amrita, Anusha, Mehul: 1) Renaming code related documents to satisfy standard defined in Configuration Management Plan Configuration Management Plan: Amrita & Anusha; 1) Configuration Identification Elliot: 1) Configuration Control Daniel: 1) Configuration Support Activities	Team Deadline: 23rd March 2021

		Kalki, Alex, Nicklaus: 1) Re-visit and re-evaluate the document to see if further changes have to be made <u>Change Management Plan:</u> 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 <u>Release Plan:</u> Amrita, Anusha: 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	
		<u>Backlog:</u>	
		Kalki:	
		1) Backlog – Lab 4	
The next meeting will be held			Date: 23 / Mar / 2021 Time: 10:30 am – 12:30 pm Venue: Software Lab 3
This minute have been agreed by all attendees			Nicklaus