Meeting Minutes

Subject
Lab 2 (Software Quality Management) - Routine Group Meeting

Date, Time (duration) and Venue
Date: 2 / Feb / 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	Amrita
Last meeting minutes have been reviewed	Yes

Progress Updates

Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Discuss and clarify key concepts and definitions of System Requirement Specification (SRS)	Discuss and standardize interpretations of key SRS terms	**1) Table of Contents** **2) Problem Statement** **3) Overview** For points 1,2 and 3, all team members are clear on these sections' interpretations and requirements	Team Deadline: Completed

		4) Investigation & Analysis Methodology <u>System Investigation</u>**:** System flow and its corresponding procedures <u>Object-oriented design using UML:</u> Description and walkthrough of use-case model <u>Prototyping:</u> Process of actual coding of functional prototype implemented sequentially feature by feature **5) Constraints** <u>Scalability:</u> Description of features and or reasons allowing/not enabling the support of scalability <u>Data and Function Mapping:</u> A correspondence between stored data and function calls <u>Batch updates vs (close) Real-time updates:</u> Description and justification whether application will utilise a non-time critical update system (Batch) or otherwise (Real-time) **6) Operational Requirements**	

		Administration Features: States the necessary features (with justification) that an admin of our application should have (e.g., Flag/Ban accounts consistently using violent language) System Interface: Description how the system interfaces will incorporate low coupling and high cohesion System hardware fail over and routine backup: Focuses on the reliability factor of non-functional requirements Audit Trail: The methods of tracking of user activity using the application. (e.g., Google session token to keep track of the navigation and actions of users) **7) Functional Requirements** All team members are clear on this section's interpretation and requirements **8) Input Requirements** The inputs required from users to produce a given set of outputs **9) Process Requirements**	

		Description of non-functional requirements, more focused on, Integrity (Security and reliability) Performance (down-time) **10) Output Requirements** The output required to be produced either manually by the user (creation of transaction record) or automatically (charts displayed on user's dashboard plotting their expenses) **11) Hardware Requirements** Discuss server, cloud computing and backend resources and requirements **12) Software Requirements** For points 11 and 12, all team members are clear on these sections' interpretations and requirements **13) Deployment requirements** Resources and procedural steps needed to deploy application	

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:** <u>Start coding of application:</u> Amrita, Anusha, Mehul <u>System Requirement Specification (SRS):</u> Amrita & Anusha: 1) Table of Contents 2) Problem Statement 3) Overview 4) Constraints 5) Deployment Requirements Mehul: 1) Input Requirements 2) Process Requirements 3) Deployment Requirements Nicklaus: 1) Investigation & Analysis Methodology 2) Hardware Requirements 3) Software Requirements Alex:	Team Deadline: 5th February, 2021

		1) Investigation & Analysis Methodology 2) Output Requirements Daniel: 1) Operational Requirements 2) Functional Requirements 3) Output Requirements Elliot: 1) Operational Requirements 2) Functional Requirements Harish: 1) Hardware Requirements 2) Software Requirements <u>Quality Management Plan:</u> Harish: 1) Purpose and Scope 2) Reference Documents 3) Management Daniel: 1) Documents 2) Software Reviews 3) Test Nicklaus: 1) Standards, Practices,	

		Conventions and Metrics 2) Media Control 3) Supplier Control Alex & Elliot: 1) Problem Reporting and Corrective Action 2) Tools, Techniques and Methodologies 3) Record Collection, Maintenance, and Retention 4) Training 5) Risk Management 6) SQA Plan Change Procedure and History	
The next meeting will be held			Date: 5 / Feb / 2021 Time: 12:30 pm - 1:30 pm Venue: Zoom
This minute have been agreed by all attendees			Nicklaus