

# Meeting Minutes

## Subject

Group Meeting to discuss SRS and Quality Plan update

## Date, Time (duration) and Venue

Date: 5 / Feb / 2021

Time: 12:30 pm - 1:30 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
<b>Discuss and update team members on the project progress of the System Requirement Specification (SRS)</b>	Discussion of first draft of the SRS and any issues faced while completing tasks assigned to each team member in the previous meeting	<b>Cover Page</b>  List Revision/Version History of SRS after cover page before table of contents  <b>1) Table of Contents</b>  Section's representation reviewed and agreed by all team members with no further changes required	Team  Deadline: Completed

		<p><b>2) Problem Statement</b></p> <p>Minor changes required regarding the reference numbering</p> <p><b>3) Overview</b></p> <p><u>Background:</u></p> <p>Minor changes required regarding the reference numbering</p> <p><b>4) Investigation &amp; Analysis Methodology</b></p> <p><u>Prototyping:</u></p> <p>Add drafts/proof of concepts for the various levels of prototype below:</p> <ul style="list-style-type: none"> <li>- Lo-fi Prototype (Initial)</li> <li>- Wireframes (Beginning of Implementation)</li> <li>- Prototype (Minimum viable product, first version product)</li> </ul> <p><b>5) Constraints</b></p> <p>Add project schedule Gantt chart as it explicitly shows the time constraints placed on each phase of the development</p> <p><u>Scalability:</u></p> <p>Add the 5 SOLID principles as well as</p>	
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		<p>Schneiderman's golden rules for quality software development and scalability</p> <p><u>Proprietary hardware and software:</u></p> <p>Add backend server &amp; hosting technologies (to determine accessibility)</p> <p>Split Section into application and client-side requirements</p> <p>Clarify that our team will not use proprietary hardware/software but rather only open source resources</p> <p><b>6) Operational Requirements</b></p> <p><u>Audit Trail:</u></p> <p>Add additional requirements for access tokens. An access token will be generated by OAuth whenever a user logs in, this token will track all user activity within that session</p> <p><b>7) Functional Requirements</b></p> <p>Specify the exact type of output/data for ambiguous outputs to not leave room for misinterpretations of the functional requirements</p>	
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		<p>Separate the Payers and Payees functional requirements</p> <p><b>8) Non-Functional Requirements</b></p> <p>Section's representation reviewed and agreed by all team members with no further changes required</p> <p><b>9) Process Requirements</b></p> <p><u>Activity Diagram:</u></p> <p>Add a flow control/dialog map type diagram for each type of user (General User, Payer, Payee)</p> <p><b>10) Input Requirements</b></p> <p>Add an input requirement for personal expense limit</p> <p><b>11) Output Requirements</b></p> <p>Add success and error messages as an output requirement for the system</p> <p>Determine and add output requirements where applicable based on the Lo-fi prototype</p> <p><b>12) Hardware Requirements</b></p> <p><u>Device Capabilities:</u></p> <p>Though CashTrack is a web application, it also</p>	
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		<p>can be used on mobile devices such as smartphones as it is cross-platform compatible</p> <p><u>Production Support Systems:</u></p> <p>Split section into sub sections for better readability and flow</p> <p>Highlight (bolding or use different font) key points and terminologies</p> <p><b>13) Software Requirements</b></p> <p><u>Client Operating System:</u></p> <p>Add minimum &amp; recommended software specifications for mobile client operating systems (Android &amp; iOS) as well</p> <p><u>Client Application:</u></p> <p>List the types of JavaScript compatible browsers and any dependencies the client requires to use the application</p> <p><b>14) Deployment Requirements</b></p> <p>Add a deployment strategy diagram (modification of system architecture diagram) and describe what each stage does</p> <p><b>Appendix A</b></p>	
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		<p>Add a reference section which lists the references used within the SRS for context</p> <p><u>Data Dictionary:</u></p> <p>Identity potentially ambiguous and technical terms to add to data dictionary</p>	
<p><b>Discuss and update team members on the project progress of the Quality Management Plan</b></p>	<p>Discussion of first draft of the Quality Management Plan and any issues faced while completing tasks assigned to each team member in the previous meeting</p>	<p>Quality Management Plan briefly reviewed, understood, and agreed by all team members. No outstanding issues with the quality management plan</p>	<p>Team</p> <p>Deadline: Completed</p>
<p><b>Distribute tasks among team members</b></p>	<p>Discuss agenda for next meeting and distribute tasks among team members that must be completed by the next meeting</p>	<p><b>Agenda:</b></p> <p>Discuss project progress updates, address any concerns/issues and further work distribution</p> <p><b>Distribution of work:</b></p> <ol style="list-style-type: none"> <li>1) All team members to work on the changes stated above for the SRS</li> <li>2) All team members to re-read the quality management plan and voice any concerns/issues they might have with it</li> </ol>	<p>Team</p> <p>Deadline: 9th February, 2021</p>

<b>The next meeting will be held</b>	Date: 9 / Feb / 2021 Time: 6:00 pm – 7:30 pm Venue: Zoom
<b>This minute have been agreed by all attendees</b>	<b>Nicklaus</b>