

Meeting Minutes

Subject			
Lab 5 (Software Testing and Capability Maturity) – Routine Group Meeting			
Date, Time (duration) and Venue			
Date: 31 / 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 about the presentation	Discussion of the general flow of the presentation	Nicklaus will present first, followed by Daniel, then Amrita and finally Anusha Try not to add too many slides as we would need sufficient time for the system demo as well Chose 4 people to present to avoid the constant switching, allowing for a smoother flow of the presentation	Team Deadline: Completed

Discuss and update team members on the project progress of the Test Plan	Discussion of first draft of the Test Plan and any issues faced while completing tasks assigned to each team member in the previous meeting	<p>Test Schedule section to be done by Amrita, Mehul and Anusha.</p> <p>Team members to fill up the rest of the incomplete sections accordingly</p>	<p>Team</p> <p>Deadline: Completed</p>
Discuss and update team members on the project progress of the Test Cases and Requirements Test Coverage Report	Discussion of first draft of the Test Cases and Requirements Test Coverage Report and any issues faced while completing tasks assigned to each team member in the previous meeting	<p>To develop test cases specific to our system as well as its test coverage.</p> <p>Discussed about use of Alpha and Beta testing for bug detection and testing the system's reliability respectively</p> <p>Discussed about use of two testing techniques, Black Box testing to propose test cases and White Box testing to represent control flow</p>	<p>Team</p> <p>Deadline: Completed</p>
Discuss and update team members on the project progress of the CMMI level 2 definition	Discussion of first draft of the CMMI level 2 definition and any issues faced while completing tasks assigned to each team member in the previous meeting	To use the relevant materials mentioned in the lecture and fill up the incomplete sections accordingly	<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 completed by the next meeting	<p>Agenda:</p> <p>Discuss project progress updates, address any concerns/issues and further work distribution</p> <p>Distribution of work:</p> <p><u>Presentation Slides</u></p>	

		<p>Nick, Daniel, Amrita, Anusha</p> <p><u>Test Plan:</u></p> <p>Same assignment as stated in the 23rd March 2021's meeting minutes</p> <p><u>Test Cases and Requirements Test Coverage:</u></p> <p>Same assignment as stated in the 23rd March 2021's meeting minutes</p> <p><u>CMMI level 2 definition:</u></p> <p>Same assignment as stated in the 23rd March 2021's meeting minutes</p> <p><u>Backlog:</u></p> <p>Kalki:</p> <p>1) Backlog – Lab 5</p> <p><u>Team members to keep in mind:</u></p> <p>Peer evaluation</p>	<p>Team</p> <p>Deadline: 5th April 2021</p>
The next meeting will be held			<p>Date: 5 / April / 2021</p> <p>Time: 9:30 pm – 10:30 pm</p> <p>Venue: Zoom</p>
This minute have been agreed by all attendees			Nicklaus