Meeting Minutes

Subject
Group Meeting to discuss Project Plan and Risk Management Plan

Date, Time (duration) and Venue
Date: 24 / 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	Daniel
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	The development team shared further developments between the front-end and backend database linkage with all team members. No objections/issues raised by team members.	Team Deadline: Completed

Discuss and update team members on the project progress of the Project Plan	Discussion of first draft of the Project Plan and any issues faced while completing tasks assigned to each team member in the previous meeting	**1) Introduction** Plan to include agent/system scope, system responsibilities and necessary features **2) Project Organization** Add project specific roles as declared in the WIKI and their respective roles and responsibilities **3) Process Definition** Add a rough diagram depicting the lifecycle model described **4) Schedule** 4.2 Overview of Project Schedule: Populate table data in sync with project Gantt chart 4.3 Work Breakdown Structure: Add work breakdown diagram 4.6 Work Package Details: Date months to be spelled rather than its number representation to avoid confusion between days. .e.g. 19/04/2020 -> 19/Apr/2020	Team Deadline: Completed

		Suggestion to add more details in the 'Activities' section	
		List full names of team member in 'Assigned To' section	
		5) Project Estimates	
		Try to reduce calculation of function points to fit manpower resources available. i.e. estimated team size should not be more than actual team size	
		Change scaling rate to compression factor	
		<u>5.2.1 Distribution of effort</u>	
		Elaborate on the scenarios explaining why the extra 5% buffer time is required	
		6) Product Checklist	
		Section's representation reviewed and agreed by all team members with no further changes required	
		7) Best Practice Checklist	
		Section's representation reviewed and agreed by all team members with no further changes required	
		8) Risk Management	

		List project specific risks alongside its impact severity, probability of occurring, impacts and the planned risk reduction action to mitigate said risk. 9) **Quality Assurance** Include project specific quality assurance methodology 10) **Monitoring & Control** Fill up the remaining portions of data	
Discuss and update team members on the project progress of the Risk Management Plan	Discussion of first draft of the Risk Management Plan and any issues faced while completing tasks assigned to each team member in the previous meeting	Try to be more project specific in the description of the risks. Risk management process and types of risk can be used under the risk management section in the Project Plan Cross check with the System Requirements Specification (SRS) document for similar project specific terms used and add it under Appendix B: Key Terms in the risk management plan Add the document specific references under Appendix A: References	Team Deadline: Completed
Distribute tasks among team members	Discuss agenda for next meeting and distribute tasks among team members that must be	**Agenda**: Discuss project progress updates, address any	

	completed by the next meeting	concerns/issues and further work distribution	
		Distribution of work:	
		Coding:	
		Amrita, Anusha, Mehul:	
		1) Chat function 2) Backend data and function mapping 3) Navigational linking of notifications 4) Front-end navigational links 5) Develop prototype ready for simple demo	
		Project Plan:	
		Amrita, Anusha, Mehul, Alex, Nicklaus, Kalki, Elliot, Daniel:	Team Deadline: 3rd March 2021
		1) Each team member to re-visit their previously assigned sections and make the appropriate changes as discussed and documented.	
		Risk Management Plan:	
		Nicklaus, Kalki, Elliot, Daniel:	
		1) Each team member to re-visit their previously assigned sections and make the appropriate changes as discussed and documented.	
		Backlog:	

		Kalki: 1) Backlog - Lab 3	
The next meeting will be held			Date: 3 / Mar / 2021 Time: 9:00 pm – 10:00 pm Venue: Zoom
This minute have been agreed by all attendees			Nicklaus