

Minutes of the Group Meeting

NL1C Project

Monday 26 May 2025

Secretary Weian Liu

Members Emmanuel Philipose Antony, Zixuan Li, Daming Chen, Silin Ren,

Apologies None

1 Time and Place

The group meeting for the NL1C Project (Sprint 5 – Week 1) was held online

2 Quorum Announcement

The Chair announced that a quorum of the group was present, and the meeting was convened officially.

3 Purpose of the Meeting

- Review this week's functional testing plan and remaining development tasks.
- Discuss progress on the watchlist / bookmark bug fix.
- Confirm whether further UI adjustments are required before the client demo.
- Reschedule the weekly client meeting with Dr Lee.
- Remind all members to submit their timesheets.

4 Discussion Summary

4.1 Testing Plan

All functional tests will follow the existing test plan. The goal is to complete testing by Thursday so that any defects can be fixed ahead of the client meeting.

4.2 Watchlist / Bookmark Bug

Emmanuel reported an issue with the watchlist bookmark feature. He is actively working on the fix and will update the team as soon as it is resolved.

4.3 UI Adjustments

The Profile page has been updated (credit: Daming). No further UI redesigns are planned unless testing reveals critical issues.

4.4 Client Meeting Reschedule

Dr Lee requested moving the Thursday client meeting to another time. After discussion, the team agreed to ****Friday afternoon, 1 – 2 PM****. Weian will reply to confirm with Dr Lee.

4.5 Timesheet Reminder

All members were reminded to upload their timesheets immediately after the meeting.

5 Action Items

1. Emmanuel — Fix watchlist/bookmark bug by 30 May 2025; notify the team upon completion.
2. Weian — Email Dr Lee to confirm the Friday 1 – 2 PM client meeting (send by 26 May 2025).
3. All members — Execute functional tests and log defects by 29 May 2025.
4. All members — Upload personal timesheets by 27 May 2025.

6 Adjournment

The next client meeting is scheduled for Friday 30 May 2025, 1 – 2 PM.