

# Meeting Minutes

Subject			
CZ3002 Advanced Software Engineering – Ninth Group Meeting			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> <li>31 March 2020, 3:30pm – 6:00 pm (2hour 30minutes)</li> <li>The Arc PDR 10</li> </ul>			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> <li>Ang Yong Xin</li> <li>Brenda Ng Xin En</li> <li>Emmanuelle Vania</li> <li>Sam Jian Shen</li> <li>Ang Zhan Phung</li> <li>How Mo Xuan</li> </ul>		<ul style="list-style-type: none"> <li>N/A</li> </ul>	
Chaired by			Ang Zhan Phung
Last meeting minutes have been reviewed			Yes
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
<b>Task 14</b>	IEEE 829 Test Plan <ul style="list-style-type: none"> <li>- Test Items</li> <li>- Software Risk Issues</li> <li>- Features</li> <li>- Approach</li> <li>- Test Deliverables</li> <li>- Environmental Needs</li> <li>- Staffing and Training Needs</li> <li>- Responsibilities</li> <li>- Schedule</li> <li>- Risks and Contingencies</li> </ul>	The Release Engineer will spearhead the test plan.  Release Engineer will Focus on the Test Items, Environmental Needs, Approach, Test Deliverables.  QA Manger will focus on Software Risk Issues, Risks and Contingencies.  Project Manager will focus on overall deliverables, and Schedule.  24 March 2020  Release Engineer highlighted the test features	Release Engineer will ensure that the Test Plan to be completed by 31 March 2020.  (Closed)

		<p>need to include those we are not testing into the document. (i.e. About us)</p> <p>QA highlighted the concern on the possible risk of lack of testing personnel due to the on-going virus issue. To mitigate that issue, the developer team member could cover the shortage of manpower.</p> <p>31 March 2020</p> <p>In view of COVID19, test link will be provided to users via email.</p>	
<b>Task 15</b>	<p>Test Cases and Requirement Test Report</p> <ul style="list-style-type: none"> <li>- Test Cases (Login page, Registration, Reset Password, Home Page, Test A, Test B, View Record, Doctor View)</li> <li>- Requirement Test Report</li> </ul>	<p>The QA Engineer will come out with the initial template and oversee these test cases.</p> <p>Release engineer will focus on Registration and Login Test Cases.</p> <p>Lead Developer will focus on the performing necessary test cases to meet the requirement test report.</p> <p>The Project Manager will emphasise on the Requirement Test Report where he ensure all the requirements are met for smooth user experience.</p> <p>All to meet and highlight any issue on next meeting for the test cases.</p> <p>24 March 2020</p> <p>Lead Developer highlighted some bugs</p>	<p>QA Manager will ensure the delivery by 31 March 2020.</p> <p>(Closed)</p>

		<p>within the registration, and it was settled within the meeting duration.</p> <p>Lead Developer highlighted the inclusion of HomePage Test Cases.</p> <p>Developer team cross check the various test cases and deem feasible. However, they highlighted more constraints which can be included in the test cases.</p>	
<b>Task 16</b>	<p>CMMI1.3 Level 2 Definition</p> <ul style="list-style-type: none"> <li>- Level 2 KPA</li> <li>- Generic Goals and Practices</li> <li>- Specific Goals and Practices</li> <li>- Approvals</li> <li>- CMMI audit checklist</li> <li>- CMMI interview affirmation questions</li> </ul>	<p>In the breakdown of KPA, Project Manager will focus on Requirement Management, Software Project Planning, and Software Project Tracking and Oversight.</p> <p>The Release Engineer will focus on Software Subcontract Management, Software Quality Assurance, and software Configuration Management.</p> <p>24 March 2020</p> <p>Project Manager highlighted that this document will focus on CMMI audit checklist and CMMI interview affirmation question before going into the specific goals and practices. This will allow the document to have a structure and key practices being deal critically.</p>	<p>Project Manager will ensure the delivery of this document by 31 March 2020</p> <p>(Closed)</p>

<b>Task 17</b>	Presentation Slides and Recording	<p>31 March 2020</p> <p>Presentation slides will be divided as follows:</p> <p>Background, Conclusion, and Overseeing– Project Manager</p> <p>Product Introduction – Front-end Manager</p> <p>Design for Maintainability – Release Engineer</p> <p>Software Quality Assurance – QA Manager</p> <p>Project Management – Lead Developer</p> <p>Risk Management – Backend Developer</p> <p>Recording was done during meeting, and final touch of video editing to be done before submission.</p>	Project Manager to ensure delivery of presentation video by 2 <sup>nd</sup> April 2020.
<b>Task 18</b>	Design Report on software maintainability	<p>31 March 2020</p> <p>QA Manager were tasked to ensure completion of this report. Project Manager will be teaming together.</p>	QA Manager to be in charge. Due by 7 April 2020.
<b>Task 19</b>	Configuration Management Plan	<p>31 March 2020</p> <p>Lead Developer was tasked to ensure completion of this report. Backend Developer will be teaming.</p>	Lead Developer to be in charge. Due by 7 April 2020.
<b>Task 20</b>	Change Management Plan	<p>31 March 2020</p> <p>Front-end Developer was tasked to ensure completion of this report. Backend Developer will be</p>	Front-end Developer to be in charge. Due by 7 April 2020.

		teaming.	
<b>Task 21</b>	Release Plan	31 March 2020  Release Engineer to ensure completion of this report. Project Manager will be teaming.	Release Engineer to ensure completion of this report.
<b>The next meeting will be held</b>			7 April 2020  3.30pm  Via Zoom (Due COVID19)
<b>This minutes have been agreed by all attendees</b>			Signed by chair  