Meeting Minutes

Subject	
CZ3002 Advanced Software Engineering – Second Group Meeting	
Date, Time (duration) and Venue	
· 4/February/2020, 3:30 – 7:30 pm (4 hours) · Project Discussion Room 13, The Arc	

Attendees	Non-Attendees
• Ang Yong Xin • Brenda Ng Xin En • Emmanuelle Vania • Sam Jian Shen • Ang Zhan Phung • How Mo Xuan	· N/A

Chaired by	Ang Zhan Phung
Last meeting minutes have been reviewed	Yes

Progress Updates

Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Task5	Read Project Proposal Template	Each member to understand the contents of the Project Proposal	Individual Task By 4 Feb 2020 (Closed)
Task6	Team Qualification & Resume	Each member to write their own paragraph on their qualification with references to the attached resume	Individual Task By 4 Feb 2020 (Closed)
Task7	Use Case Diagram (completed) and Use Case Description (in progress)	Group discussion on LarkDetect Case Diagram. Team members was tasked with use cases to complete the case description.	All team members By 11 Feb 2020

Task8	Project Proposal	Project Manager proposed the direction and purpose of the project, which are to be included in the executive summary and statement of problem.	All team members
	- Executive Summary		By 11 Feb 2020
	- Statement of Problem		
	- Objective	Lead developer suggested that the report generated should include time taken, error rate, and user information.	
	- Technical Approach		
	- Project Management		
		QA Manager highlighted that the average time taken and error rate could be used to gage the health status of the individual.	
		Frontend developer proposed for two test cases for LarkDetect. Cognitive Processing Speed and Executive Functioning Test.	
		Backend Developer proposed the use of MySQL as it is a freeware.	
		Release Engineer suggested for the use of Visual Studio as the team is more well versed in it.	
		Backend Developer suggested the architecture design to be in three layers, Presentation Layer, Application Layer and Data Layer.	
		The team agreed on breakdown and delivery dates of the project deliverables.	
		The project was estimated to be within SGD$200k	

		The Lead Developer was tasked to finetuned the Technical Approach section with both Frontend and Backend Developers. The QA Manager and Release Engineer was tasked to complete Project Management section.	
The next meeting will be held			11 Feb 2020, 10:30 (Software Lab 3)
This minutes have been agreed by all attendees			Signed by chair