

Meeting Minutes

Subject			
CZ3002 Advanced Software Engineering – Seventh Group Meeting			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> 17 March 2020, 3:30pm – 7:30 pm (4 hours) The Arc PDR 10 			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> Ang Yong Xin Brenda Ng Xin En Emmanuelle Vania Sam Jian Shen Ang Zhan Phung How Mo Xuan 		<ul style="list-style-type: none"> 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
Task 11	Prototype	<p>The Development team to explore on the platform of software suitable for the use of prototype by the next meeting.</p> <p>Developer team had raised the limitation of using asp.net. Developer team surface the idea of using unity as it served as a better platform for gaming.</p> <p>Release Engineer briefly taught the team on the use of unity.</p> <p>Completed random and loginpage</p>	<p>Lead Developer to take charge and ensure that Prototype is completed by 8 Mar 2020.</p> <p>Prototype slide to 17 March 2020.</p> <p>(Closed)</p>

		<p>10 March</p> <p>Development team updated some key concerns about the program. Primarily merging between the trail making and main page.</p> <p>Backend and frontend engineer merged their code within the meeting.</p> <p>Primary testing done with 3 other laptops other than the developers. Minor bug resolved.</p> <p>Development Team will continue to include features and description into the program.</p> <p>17 March</p> <p>Troubleshooting errors (Please refer to github issues)</p> <p>Prototype 1.0 completed.</p> <p>In view of virus outbreak video recording will be done as presentation of the prototype. This video will content the user experience with the test cases upon completion and how we ensure quality product.</p>	
Task 12	<p>Project Plan</p> <ul style="list-style-type: none"> - Introduction - Project Organization - Process Definition - Schedule - Project Estimates - Product Checklist - Best Practice Checklist - Risk Management - Quality Assurance - Monitoring Control 	<p>The Release Engineer will focus on Schedule, Project Estimates, Product Checklist.</p> <p>The QA team will focus on Risk Management, Quality Assurance, and Monitoring Control.</p> <p>All team members are advise to proofread and</p>	<p>Project Manager and Release Engineer will ensure that the project plan is compiled by 12 Mar.</p> <p>Task to remained open till 17 March for comments.</p> <p>(Closed)</p>

		<p>amend where applicable.</p> <p>10 March 2020</p> <p>Team was briefed by Project Manager on the project plan and amendments made.</p> <p>QA highlighted the risk involved in this project, all risked have been mitigated.</p> <p>Release Engineer highlighted the datelines to meet for the client.</p> <p>17 March 2020</p> <p>Teams agreed that no more amendments as of 17 March.</p>	
Task 14	<p>IEEE 829 Test Plan</p> <ul style="list-style-type: none"> - Test Items - Software Risk Issues - Features - Approach - Test Deliverables - Environmental Needs - Staffing and Training Needs - Responsibilities - Schedule - Risks and Contingencies 	<p>The Release Engineer will spearhead the test plan.</p> <p>Release Engineer will Focus on the Test Items, Environmental Needs, Approach, Test Deliverables.</p> <p>QA Manger will focus on Software Risk Issues, Risks and Contingencies.</p> <p>Project Manager will focus on overall deliverables, and Schedule.</p>	<p>Release Engineer will ensure that the Test Plan to be completed by 31 March 2020.</p>
Task 15	<p>Test Cases and Requirement Test Report</p> <ul style="list-style-type: none"> - Test Cases (Login page, Registration, Reset Password, Home Page, Test A, Test B, View Record, Doctor View) - Requirement Test Report 	<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 HomePage test</p>	<p>QA Manager will ensure the delivery by 31 March 2020.</p>

		<p>cases and perform 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>	
Task 16	<p>CMMI1.3 Level 2 Defination</p> <ul style="list-style-type: none"> - Level 2 KPA - Generic Goals and Practices - Specific Goals and Practices - Approvals - CMMI audit checklist - CMMI interview affirmation questions 	<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>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>Project Manager will ensure the delivery of this document by 31 March 2020</p>
The next meeting will be held			<p>24 March 2020</p> <p>3.30pm</p>

	The Arc
This minutes have been agreed by all attendees	Signed by chair 