

Meeting Minutes

Subject			
CZ3002 Advanced Software Engineering – Eighth Group Meeting			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> 24 March 2020, 3:30pm – 7:00 pm (2hour 30minutes) 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 14	IEEE 829 Test Plan <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 	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.

		<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 over the shortage of manpower.</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 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 within the registration, and it was settled within the meeting duration.</p> <p>Lead Developer highlighted the inclusion of</p>	<p>QA Manager will ensure the delivery by 31 March 2020.</p>

		<p>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>	
Task 16	<p>CMMI1.3 Level 2 Definition</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>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>
The next meeting will be held			<p>31 March 2020</p> <p>3.30pm</p>

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