Meeting Minutes

Subject	
CZ3002 Advanced Software Engineering – Sixth Group Meeting	
Date, Time (duration) and Venue	
· 10 March 2020, 3:30pm – 5:30 pm (2 hours) · The Arc PDR 10	

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
Task 11	Prototype	The Development team to explore on the platform of software suitable for the use of prototype by the next meeting. 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. Release Engineer briefly taught the team on the use of unity. Completed random and loginpage	Lead Developer to take charge and ensure that Prototype is completed by 8 Mar 2020. Prototype slide to 16 March 2020.

		10 March	
		Development team updated some key concerns about the program. Primarily merging between the trail making and main page.	
		Backend and frontend engineer merged their code within the meeting.	
		Primary testing done with 3 other laptops other than the developers. Minor bug resolved.	
		Development Team will continue to include features and description into the program.	
Task 12	Project Plan - Introduction - Project Organization - Process Definition - Schedule - Project Estimates - Product Checklist - Best Practice Checklist - Risk Management - Quality Assurance - Monitoring Control	The Release Engineer will focus on Schedule, Project Estimates, Product Checklist. The QA team will focus on Risk Management, Quality Assurance, and Monitoring Control. All team members are advise to proofread and amend where applicable. 10 March 2020 Team was briefed by Project Manager on the project plan and amendments made. QA highlighted the risk involved in this project, all risked have been mitigated. Release Engineer highlighted the datelines to	Project Manager and Release Engineer will ensure that the project plan is compiled by 12 Mar. Task to remained open till 16 March for comments.

		meet for the client.	

Task 13	Risk Management
	
	   - Introduction
	   - Risk Management Procedure
	   - Tools and Practices
		The QA team emphasize that all team members would need to understand the risk factors and how to mitigate the risks.
		
		10 March 2020
		
		QA confirmed the risk involved and have been mitigated by the tools and practices which need all team members to comply.
			QA Team will take charge and to complete slightly before project plan. 12 Mar 2020
			
			CLOSED

The next meeting will be held			16 March 2020 The Arc
This minutes have been agreed by all attendees			Signed by chair