Meeting Minutes

Subject			
CZ3002 Advanced Software Engineering – Tenth Group Meeting			

Date, Time (duration) and Venue			
· 07 Apr 2020, 3:30pm – 6:00 pm (2hour 30minutes) · Zoom			

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 17	Presentation Slides and Recording	31 March 2020 Presentation slides will be divided as follows: Background, Conclusion, and Overseeing– Project Manager Product Introduction – Front-end Manager Design for Maintainability – Release Engineer Software Quality Assurance – QA Manager Project Management – Lead Developer Risk Management –	Project Manager to ensure delivery of presentation video by 2nd April 2020. (Closed)

		Backend Developer Recording was done during meeting, and final touch of video editing to be done before submission.	
Task 18	Design Report on software maintainability	31 March 2020 QA Manager were tasked to ensure completion of this report. Project Manager will be teaming together.	QA Manager to be in charge. Due by 7 April 2020. (Closed)
Task 19	Configuration Management Plan	31 March 2020 Lead Developer was tasked to ensure completion of this report. Backend Developer will be teaming. 7 April 2020 Lead Developer highlight on the naming convention and revision.	Lead Developer to be in charge. Due by 7 April 2020. (Closed)
Task 20	Change Management Plan	31 March 2020 Front-end Developer was tasked to ensure completion of this report. Backend Developer will be teaming. 7 April 2020 Front-end Developer highlighted the change request form template to be put visible on document instead of link.	Front-end Developer to be in charge. Due by 7 April 2020. (Closed)

Task 21	Release Plan	31 March 2020 Release Engineer to ensure completion of this report. Project Manager will be teaming. 7 April 2020 Project Manager highlight the constraint that may be faced when doing the project especially the budget delegated to the software. Release Engineer highlight the CMS approving authority. It was agreed by the team that it would usually be a government official.	Release Engineer to ensure completion of this report. (Closed)
Task 22	Reflections	Project Manager thank the team for their effort and contribution to the team. It had been a remarkable 13 weeks working as a team. Wishes everyone well for their future endeavour.	Everyone in the team Project officially closed, but friendship remains open.
The next meeting will be held			
This minutes have been agreed by all attendees			Signed by chair