Meeting Minutes

Subject
CZ3002 Advanced Software Engineering – Fifth Group Meeting

Date, Time (duration) and Venue
·   25 February 2020, 10:30 – 12:30 pm (2 hours) ·   Software Lab 3

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 9	System Requirement Specification -Main Purpose and direction of LarkDetect -Critical Constraints -Major Features	Project Manager aligned the main purpose and direction of LarkDetect using the proposal approved by customer. The Release Engineer is task to ensure the overall delivery of SRS. Backend developer highlighted the constraint on the plan of using asp.net that may lead to software constraint when integrating with the database. Lead and Front-end developer to sort out the major features on LarkDetect using a low-	Release Engineer to take charge and ensure the SRS is completed by 25 Feb 2020. (Closed)

		fidelity prototype.	
		Team was delegated their portion of work and to highlight any issue during the next week meeting.	
		Release Engineer highlighted the functional and non-functional requirement that all team members should focus on.	
		Team members to proofread and discuss on areas that have contradiction.	
		Release Engineer to ensure formatting is done by deadline.	
Task 10	Quality Plan -Processes and workflow for quality management should be formalized	Project Manager highlighted that the important of processes and that all team members must be well verse with their roles and responsibilities. The QA will conduct review meetings to ensure that the quality plan and development lifecycle had been carried out. Team was delegated their portion of work and to highlight any issue during the next week meeting. QA Manager highlighted the processes assessment and all team members to be clear of their roles. To special mention on the intergroup coordination. Project Manager emphasized on the risk management for the team	QA Manager to take charge and ensure Quality Plan is completed by 25 Feb 2020. (Closed)

		to report and software risk to QA Manager and Project Manager. QA Manager to ensure formatting is done 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.
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.	Project Manager and Release Engineer will ensure that the project plan is compiled by 12 Mar.
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.	QA Team will take charge and to complete slightly before project plan. 12 Mar 2020
The next meeting will be held			10 March 2020

	The Arc 3.30pm
This minutes have been agreed by all attendees	Signed by chair