

# Meeting Minutes

Subject			
CZ3002 Advanced Software Engineering – Third Group Meeting			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> <li>11/February/2020, 10:30 – 12:30 pm (2 hours)</li> <li>Software Lab 3</li> </ul>			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> <li>Ang Yong Xin</li> <li>Brenda Ng Xin En</li> <li>Emmanuelle Vania</li> <li>Sam Jian Shen</li> <li>Ang Zhan Phung</li> <li>How Mo Xuan</li> </ul>		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
<b>Task7</b>	Use Case Diagram (completed) and Use Case Description (in progress)	<p>Group discussion on LarkDetect Case Diagram. Team members was tasked with use cases to complete the case description.</p> <p>Analyse of data should not be included in the use case diagram, as it is should be under generating reports.</p>	<p>All team members</p> <p>By 11 Feb 2020</p> <p>(Closed)</p>
<b>Task8</b>	<p>Project Proposal</p> <ul style="list-style-type: none"> <li>Executive Summary</li> <li>Statement of Problem</li> <li>Objective</li> <li>Technical Approach</li> <li>Project Management</li> </ul>	<p>Project Manager proposed the direction and purpose of the project, which are to be included in the executive summary and statement of problem.</p> <p>Lead developer suggested that the report generated</p>	<p>All team members</p> <p>By 11 Feb 2020</p> <p>(Closed)</p>

	<p>should include time taken, error rate, and user information.</p> <p>QA Manager highlighted that the average time taken and error rate could be used to gage the health status of the individual.</p> <p>Frontend developer proposed for two test cases for LarkDetect. Cognitive Processing Speed and Executive Functioning Test.</p> <p>Backend Developer proposed the use of MySQL as it is a freeware.</p> <p>Release Engineer suggested for the use of Visual Studio as the team is more well versed in it.</p> <p>Backend Developer suggested the architecture design to be in three layers, Presentation Layer, Application Layer and Data Layer.</p> <p>The team agreed on breakdown and delivery dates of the project deliverables.</p> <p>The project was estimated to be within SGD\$200k</p> <p>The Lead Developer was tasked to finetuned the Technical Approach section with both Frontend and Backend Developers.</p> <p>The QA Manager and Release Engineer was tasked to complete Project</p>	
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		Management section.	
<b>Task 9</b>	<p>System Requirement Specification</p> <p>-Main Purpose and direction of LarkDetect</p> <p>-Critical Constraints</p> <p>-Major Features</p>	<p>Project Manager aligned the main purpose and direction of LarkDetect using the proposal approved by customer.</p> <p>The Release Engineer is task to ensure the overall delivery of SRS.</p> <p>Backend developer highlighted the constraint on the plan of using asp.net that may lead to software constraint when integrating with the database.</p> <p>Lead and Front-end developer to sort out the major features on LarkDetect using a low-fidelity prototype.</p> <p>Team was delegated their portion of work and to highlight any issue during the next week meeting.</p>	<p>Release Engineer to take charge and ensure the SRS is completed by 25 Feb 2020.</p>
<b>Task 10</b>	<p>Quality Plan</p> <p>-Processes and workflow for quality management should be formalized</p>	<p>Project Manager highlighted that the important of processes and that all team members must be well verse with their roles and responsibilities.</p> <p>The QA will conduct review meetings to ensure that the quality plan and development lifecycle had been carried out.</p> <p>Team was delegated their portion of work and to highlight any issue during the next week meeting.</p>	<p>QA Manager to take charge and ensure Quality Plan is completed by 25 Feb 2020.</p>

<b>Task 11</b>	Prototype	The Development team to explore on the platform of software suitable for the use of prototype by the next meeting.	Lead Developer to take charge and ensure that Prototype is completed by
<b>The next meeting will be held</b>			18 Feb 2020 3.30pm
			The ARC
<b>This minutes have been agreed by all attendees</b>			Signed by chair
			