Meeting Minutes

Subject			
Routine Group Meeting			

Date, Time (duration) and Venue			
● 5th November 2018, 2:30 PM – 4:30 PM (2 Hours) ● Software Projects Lab, NTU			

Attendees		Non-Attendees	
● Chaitanya Joshi (Project Manager) ● Genevieve Lam (Front-End Developer) ● Yong Chen Feng (Back-End Developer) ● Heng Zhi Guang (Lead Developer) ● Chen Guanyu (QA Engineer & Manager) ● Vidur Sharma (Release Engineer)		● N/A	

Chaired by			Chaitanya Joshi
Last meeting minutes have been reviewed			Yes

Progress Updates

Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Test Plan	The contents of the test plan was discussed by the Project Manager and the QA team. Features that were decided to be included in the test plan were: ● Functional stated in the System Requirement Specification (SRS) ● Non-functional stated in the System Requirement Specification (SRS) ● User acceptance testing ● All the use cases developed to	The QA team was assigned to formulate the test plan.	QA Team Deadline: 9th November 2018

	describe the system usage Alpha and Beta testing will be planned are included in the scope of User Acceptance Testing.		
Test Cases and Requirements Testing	Functions to be tested using both black box and white box testing were decided: ● Sign Up ● Login ● Face-Name Successful Match ● Face-Name Unsuccessful Match ● Score Analysis ● Caregiver Login, View Patient History ● Admin Login, Registers a Caregiver	The document was assigned to the QA team who will work closely with the Developing team.	QA Team and Development Team Deadline: 9th November 2018

The next meeting will be held	TBD
This minutes have been agreed by all attendees	*Chaitanya*