Meeting Minutes

Subject	
Routine Group Meeting	

Date, Time (duration) and Venue	
● 18th October 2018, Software Lab 3, NTU ● Software Lab 3, 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
Design Report on Software Maintainability	Discussed necessary points to cover and got input from the team	Divided the work and assigned to team members	Team Deadline: 1st November 2018
Configuration Management Plan	Discussed the necessary protocols to be put in place to ensure all configuration changes go through a process	Divided the work and assigned to team members	Team Deadline: 1st November 2018
Change Management Plan	Discussed the necessary protocols to be put in place to ensure all changes go through due process	Divided the work and assigned to team members	Team Deadline: 1st November 2018
Release Plan	Discussed how the product would be released and drafted some initial pointers to be mentioned in the plan	Divided the work and assigned to team members	Team Deadline: 1st November 2018

Prototype Completion	Discussed the necessary features to be implemented by the demo next week	Assigned the tasks to members of the dev team	Team Deadline: 1st November 2018
The next meeting will be held			25th October 2018, 2:30 PM Software Projects Lab, NTU
This minutes have been agreed by all attendees			*Chaitanya*