

# Meeting Minutes

Subject			
Routine Group Meeting			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> <li>24th September 2018, 14:30 PM</li> <li>Software Projects Lab NTU</li> </ul>			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> <li>Chaitanya Joshi (Project Manager)</li> <li>Genevieve Lam (Front-End Developer)</li> <li>Yong Chen Feng (Back-End Developer)</li> <li>Heng Zhi Guang (Lead Developer)</li> <li>Chen Guanyu (QA Engineer &amp; Manager)</li> <li>Vidur Sharma (Release Engineer)</li> </ul>			
Chaired by			Chaitanya Joshi
Last meeting minutes have been reviewed			Yes
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
<b>System Requirement Specification</b>	Reviewed the work done so far. SRS is 50% completed.	Team member are reminded of the deadline for the completion of the document.	Team  Deadline: Thursday, 27th September 2018
<b>Quality Plan</b>	Confirmed the understanding of the document and split the work among the team members.	Discussed the Quality Plan in detail.	Team  Deadline: Thursday, 27th September 2018
<b>Backlog</b>	Backlog was not being completed by members.	Reminded team members to complete the backlog on a weekly basis.	Team  Deadline: Thursday, 27th September 2018
The next meeting will be held			Thursday, 27th September 2018, NTU Software Lab 3

This minutes have been agreed by all attendees

*Chaitanya*