**Meeting Minutes**

**20 October 2021, Wednesday |8PM to 10PM | Zoom**

| **Subject** | | | |
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| CZ3002 – Ad-Hoc group meeting to check on deliverables before submission | | | |
| **Attendees** | | | **Non-Attendees** |
| * Alicia Chua * Ernest Ang * Jethro Phuah * Lam Zhi Fah * Shannon Tan * Shaun Ong * Ong Sim Hao | | | None |
| **Chaired by Jethro Phuah** | | | |
| Last meeting minutes have been reviewed? | | | Yes |
| **Progress / Updates** | | | |
| **Task No** | **Problem/Issue/Progress** | **Solution/Action** | **Taken by & Deadline** |
| 1 | Review of Lab Deliverables | Team reviewed and standardised content and formatting of:   1. Project Proposal 2. Use case model 3. System Requirement Specification 4. Quality Plan 5. Project Plan 6. Risk Management Plan 7. Design Report on software maintainability 8. Configuration Management Plan 9. Change management plan 10. Release plan 11. Test plan 12. Test cases and requirement test coverage report 13. CMMI level 2 definition | Shannon Tan Xinyi & 24 October 2021 |
| 2 | Lab Deliverables Submission | All the deliverables and source code are to be checked and sent to Group Leader for submission by the deadline  Group Leader will compile all the documents to be submitted. | Shannon Tan Xinyi & 24 October 2021 |
| **The next meeting will be held** | | - | |
| **These minutes have been agreed by all attendees** | | Yes | |