**Meeting Minutes**

| **Subject** | | | | |
| --- | --- | --- | --- | --- |
| Application development review and feature distribution and documentation review | | | | |
| **Date, Time (duration), and Venue** | | | | |
| ·         2/November/2020 11:00 – 11:30 am  ·         NTU North Spine | | | | |
| **Attendees** | | | **Non-Attendees** | |
| ·        Han Si Meng  ·        He Yu Hao  ·        Loh Yi Xuan Renice  ·        Ma Xiao  · Yeoh Jun Yi | | |  | |
| **Chaired by** | | | | Ma Xiao |
| **Last meeting minutes have been reviewed** | | | | Yes |
| **Progress Updates** | | | | |
| **Task** | **Problem/Issue/Progress** | **Solution/Action** | | **Taken by & deadline** |
| Review the presentations slides and submit the final version of the presentations slides | Progress | Last weekend, before the presentation, we have created one version of the presentation slides. The task is to review it and finalize it and submit it to the Wiki. | | Taken by all the group members.  Deadline: **2nd Nov 2020 (Done on-site)** |
| CMMI1.3 Level2 Definition Outline | Progress/Issues | Renice will mainly work on CMMI1.3 Level2 Definition Outline.  All the other team members will assist in the content of the documentation | | Taken by Renice.  Deadline: **11th Nov 2020** |
| Test Plan | Progress/Issues | Renice and Jun Yi will mainly work on the Test plan and Ma Xiao and Yu Hao will help with some sections of the Test Plan.  Ma Xiao and Yu Hao will provide test cases according to the functional requirements | | Taken by Renice, Jun Yi, Ma Xiao, and He Yu Hao.  Deadline: **11th Nov 2020** |
| Test Cases and Requirements Test Coverage Report | Progress/Issues | Han Si Meng will mainly work on the Test Cases and Requirements Test Coverage Report.  Ma Xiao will provide test cases according to the functional requirements. | | Taken by Han Si Meng and Ma Xiao.  Deadline: **11th Nov 2020** |
| **The next meeting will be held** | | | | 9/November/2020 9:00 – 10:30 am NTU Software Lab 3 |
| **This minutes have been agreed by all attendees** | | | |  |