**Meeting Minutes**

| **Subject** | | | | |
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| Application development review and feature distribution and documentation review | | | | |
| **Date, Time (duration), and Venue** | | | | |
| ·         9/November/2020 10:00 – 10:30 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 CMMI1.3 Level2 Definition Outline and continue the work | Progress/Issues | Renice has been working on the CMMI1.3 Level2 Definition Outline for a week.  Han Si Meng and He Yu Hao helped to review the document.  Renice will finish writing the document by this Wednesday | | Taken by Renice, Han Si Meng, and He Yu Hao.  Deadline: **11th Nov 2020** |
| Review the Test Plan and continue the work | Progress/Issues | Renice and Jun Yi, Ma Xiao, and He Yu Hao have been working on the Test Plan for a week.  They have almost finished writing the document.  Han Si Meng will help to review the document.  The work will be done by this Wednesday. | | Taken by all group members  Deadline: **11th Nov 2020** |
| Review the Test Cases and Requirements Test Coverage Report and continue the work | Progress/Issues | Han Si Meng has been working on the Test Cases and Requirements Test Coverage Report for a week.  Ma Xiao will review the document and give suggestions, and Han Si Meng will finish writing the document by this Wednesday. | | Taken by Ma Xiao and Han Si Meng.  Deadline: **11th Nov 2020** |
| **The next meeting will be held** | | | | This is the last meeting for the project. |
| **This minutes have been agreed by all attendees** | | | |  |