

Meeting Minutes

Subject			
Wanderers – Team Meeting (Post-Lab) for Lab 4 discussions			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> 21/Mar/2025 3:00 pm – 3:30 pm Zoom 			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> Albert Hazim Isaac J'sen Seo Jin Raghav Miko 		N/A	
Chaired by			Seo Jin
Last meeting minutes have been reviewed			Yes/No
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
1.	Assign Final Documentations needed to be submitted by next lab	Allocated individual team members to complete the following documentations before next meeting: <ul style="list-style-type: none"> Change Management (Miko) Configuration Management (Hazim) Software Maintainability (Albert) Release Plan (Issac) Slides (Seo Jin)	25 March 2025
2.	Preparation for lab 5 Submission	Prepare for Test Plan Documentation (Raghav)	N/A

		<p>Begin on writing the actual test via jestjs. (J'sen)</p> <p>Went through the type of testing (i.e. mock testing, unit testing..)</p> <p>Dedicated testing for core functionalities, both front end and back end.</p>	
3.	Discussion on Presentation Slides	<p>Discussed the components required to be included in the slides, identified the key areas that required extra effort and ensure the contents in the slides align closely to our existing documentations.</p> <p>Agree to discuss to main content of slides after finalizing the documents mentioned in Task 1.</p>	25 March 2025
The next meeting will be held			25 Mar 2025, Zoom Meeting
This minutes have been agreed by all attendees			