

Meeting Minutes

Subject			
Wanderers – Team Meeting (In-Lab) for Lab 4 discussions			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> 13/Mar/2025 10:30 am – 12:30 pm In person 			
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.	Prototype Demonstration Improvements	There is one functional requirement not being met, and the team met up and aligned on how we would move ahead for final presentation + implementing the features	Whole team
2.	Review and retrospective on development efforts so far	<p>After conducting a retrospective, realised that tickets in JIRA were not put with start end date predictions, which made timeline hard to predict for sprint planning</p> <p>All members now have to add start end date estimates such that Project Manager (Seo Jin) is able to understand our capacity and plan accordingly</p>	Whole team
3.	Agenda for Lab 5	TO DO LIST:	Whole team

		<ol style="list-style-type: none"> 1. Finish up any remaining functional requirements not being met 2. Freeze development after that so we have a stable product for testing and recording of demo 3. Assign people the following tasks for Lab 5 documents <ul style="list-style-type: none"> - Isaac: Release Plan - Albert: Design Report on Software Maintainability - Miko: Change Management Plan - Hazim: Configuration Management 4. Assign people for Lab 5 deliverables in advance <ul style="list-style-type: none"> - Raghav: Test Plan - J'sen: Improving our test case coverage 	
The next meeting will be held			N/A
This minutes have been agreed by all attendees			