

Meeting Minutes

Subject			
Weekly Group Meeting (Week 12)			
Date, Time (duration) and Venue			
6/4/2021			
Lab			
Attendees		Non-Attendees	
Kenny, Wilson, Hou Jing, Irsyad, Boon, Zeyu			
Chaired by Kenny Voo			
Last meeting minutes have been reviewed			<u>Yes/No</u>
Progress Updates			
Task	Problem/Issue/ Progress	Solution/Action	Taken by & deadline
Task1	Progress Check	Presentation slides Done Test Cases and Requirements Test Coverage report Done CMMI level 2 definition Done	6/4/21
Task 2	Discussion	To be tested: -Login and registration -Modify Seats(including add/remove) -Changing of status of seats Due to time constraint, the team will carry out alpha testing but not beta testing	6/4/21

Task 3	Task delegation	Touch up all the documents to be submit by friday	9/4/21
The next meeting will be held None			Date, time & venue
This minutes have been agreed by all attendees			Signed by chair Kenny Voo