

Meeting Minutes

| Subject | | | |
|--|---|--|-----------------------------|
| Discussion for Lab 2 Deliverables (SRS & QP) | | | |
| Date, Time (duration) and Venue | | | |
| <ul style="list-style-type: none"> 10 Sep 2021, 4pm - 7pm Online Conference (Zoom) | | | |
| Attendees | | Non-Attendees | |
| <ul style="list-style-type: none"> Kundu Koushani Mamuduri Paulani Lee Yu Sheng Daniel Ryan Tan Jinn En Neo Yong Tai Frankie Ye Htet Myat Chen Xueyao | | | |
| Chaired by | | | Ryan |
| Last meeting minutes have been reviewed | | | Yes |
| Progress Updates | | | |
| Task | Problem/Issue /Progress | Solution/Action | Taken by & deadline |
| Task Allocation | <ul style="list-style-type: none"> Split team members to work on Quality Plan, SRS | <ul style="list-style-type: none"> Quality Plan: <ul style="list-style-type: none"> Purpose and Scope - Ryan Management and Documents - Frankie Standards, Practices, Conventions and Metrics + Software Reviews - Xueyao Test + Problem Reporting and Corrective Action - Yong Tai Tools, Techniques and Methodologies + Media Control - Koushani Supplier Control + Record Collection, Maintenance, and Retention - Daniel Training + Risk Management - Paulani SRS: <ul style="list-style-type: none"> Ryan: 1-4.1 Frankie: 13 Xueyao: 9 - 12 Yong Tai: 4.2, 7-8 Koushani: 4.2, 7-8 Daniel: 4.2, 7-8 Paulani: 5-6 | All members 17/09/21 |

| | | | |
|---|---|--|---|
| Figma Prototyping | <ul style="list-style-type: none"> • Draft and Design Prototype images for SRS | <ul style="list-style-type: none"> • Frankie: Will design and share prototype images with team during next meeting • Rest of Team: Perform research on potential UI layouts and functionalities for similar applications | Frankie Rest of Project Team 17/09/21 |
| Fill in Backlog | <ul style="list-style-type: none"> • Fill in backlog | <ul style="list-style-type: none"> • All members to fill in backlog | Whole team 17/09/21 |
| Backlog and Meeting Minutes | <ul style="list-style-type: none"> • Compile meeting minutes and backlog | <ul style="list-style-type: none"> • Check through minutes and backlog | Xue Yao and Ryan 17/09/21 |
| Upload deliverables to Github and Wiki | <ul style="list-style-type: none"> • Lab 2 Deliverables | <ul style="list-style-type: none"> • Check through deliverables • Submit deliverables | Whole Team 17/09/21 |
| The next meeting will be held | | | 20 Sep 21 |
| This minutes have been agreed by all attendees | | | Ryan |