Meeting Minutes

Subject
Team Titans – Routine Group Meeting

Date, Time (duration) and Venue
· 14/October/2021 (8:30 – 10:30am) · Software Lab 3

Attendees	Non-Attendees
- Aloysius Seow - Jacob Law Zhen - Jolene Tan - Soh Qian Yi - Samuel Lee - Zeta Chua	·

Chaired by	Jolene

Last meeting minutes have been reviewed	Yes

Progress Updates			
Task	**Problem/Issue/Progress**	**Solution/Action**	**Taken by & deadline**
Task1	Documentations - Design report on software maintainability - Configuration management plan - Change management plan - Release plan	Initial group discussion to summarise pointers for each document Assigned individual members for each section All members to vet after initial version done	14/10/2021 & 27/10/2021

Task2	Code Integration	Assigned 1 - 3 members for each function To demonstrate & explain to other members after initial version done for testing, integration & debugging	14/10/2021 & 21/10/2021
Task3	Testing - Plan - Code	QA team to do up a test plan and work with development team for clarification of code functions	14/10/2021 & 24/10/2021
Task4	Presentation Preparation - Slides - Script	Team discussion on who present what part Assigned individual members to do slides & script for their own part Team to meet for run through after initial version done	14/10/2021 & 26/10/2021
The next meeting will be held			28/10/2021, 8.30 – 10.30am, Software Lab 3
This minutes have been agreed by all attendees			Signed by Jolene