

Meeting Minutes

Subject			
Lab 4 Deliverables and Development Progress Check			
Date, Time (duration) and Venue			
Date - 7 Oct 2021 Time - 12:30pm - 2:30 Via - SWLAB3			
Attendees		Non-Attendees	
Jeremy Hussain Wong Ying Duc Desmond		Parth	
Chaired by:			Wong Ying
Last meeting minutes have been reviewed			Yes
Progress Updates			
Task	Problem/Issue /Progress	Solution/Action	Taken by & deadline
Follow up on Minutes 5	Updates from individual on assigned tasks	<u>Project Plan</u> As discussed, Project Plan was completed and uploaded onto Wiki <u>Risk Management Plan</u> As discussed, Risk Management Plan was completed and uploaded onto Wiki <u>Development/Prototype</u> 95% done	Everyone 7 Oct 2021
Division of labour	Dividing the task among teammates	Shifted manpower to documentation to place greater focus and ensure timely delivery of deliverables <u>Documentation</u> Change management plan: Wong Ying Design report on software maintainability: Wong Ying	Everyone 19 Oct 2021

		<p>Configuration management plan: Hussain and Jeremy</p> <p>Release plan: Duc</p> <p>Presentation slides: Parth</p> <p><u>Development</u></p> <p>Final UI optimisation: Desmond</p>	
Discuss Concerns in the documentation	Discussed uncertainties faced while filling up the Quality Plan	<p>The following issues were discussed with the Teaching Assistant and within our team:</p> <p><u>Project Plan</u></p> <ul style="list-style-type: none"> - Unfamiliar with “CMM Level 3” - “Effort” in the units of PD (Person Day) did not multiply the duration (days) with the manpower (person) in the template. <p>Seeked for clarification from TA during lab. Sent an email later to have a discussion</p>	<p>Wong Ying, Duc,</p> <p>7 Oct 2021</p>
Development Tasks	Prioritise and breakdown development process	Final touchup on the prototype would be done with some UI optimisation.	<p>Desmond</p> <p>14 Oct 2021</p>
Follow-Up for Next Meeting	Follow up for the next meeting and deliverables	<ul style="list-style-type: none"> - Complete the initial drafts for all documentation for further discussion and improvements to be carried out in the subsequent versions. - Complete and finalise prototype for presentation - Be ready to rehearse presentation with proper script and slides 	<p>Everyone</p> <p>19 Oct 2021</p>
<p>The next meeting will be held</p>			<p>19 Oct 2021</p> <p>1000 - 1100</p> <p>Discord</p>
<p>This minutes have been agreed by all attendees</p>			<p><u>Signed by</u></p> <p>Wong Ying</p>

