

# Meeting Minutes

Subject			
Project Proposal Review And SRS + Quality Plan Discussion			
Date, Time (duration) and Venue			
Date - 2 Sept 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 Minutes2	Updates from individual on assigned tasks	<b><u>Project Proposal</u></b>	Desmond
		<b>Project Management</b> Refinement of Gantt chart based on team’s input: Adjustment of deliverable submission dates and changing milestones on Gantt chart to be more specific	2 Sep 2021
		<b>Deliverables</b> Unsure whether to include roleplay deliverables for project proposal submission or just lab submission Check with TA/LA -> <b>Only need lab manual deliverables but fine to put others in proposal</b>	Everyone 2 Sep 2021
		<b><u>Use Case Model</u></b> Minor edits for standardisation and coherency	Wong Ying 2 Sep 2021

Division of labour	Dividing the task among teammates	<p><u>SRS:</u> Wong Ying: Operational Requirements, Functional Requirements, Input Requirements, Process Requirements.</p> <p>Desmond: Problem Statement, Overview, Investigation &amp; Analysis Methodology, Constraints</p> <p>Duc: Output Requirements, Hardware Requirements, Software Requirements, Development Requirements</p> <p><u>Quality Plan:</u> Hussain: Documents, Standards, Practices, Conventions and Metrics, Software Reviews, Test</p> <p>Jeremy: Problem Reporting and Corrective Action, Media Control, Supplier Control, Record Collection, Maintenance, and Retention, Training, Risk Management, SQA Plan Change Procedure and History</p> <p>Parth: Purpose and Scope, Reference Documents, Management, Tasks, Roles and Responsibilities</p>	<p>Everyone</p> <p>7 Sep 2021</p>
Application Skeleton	Building the application skeleton	<p>Build the main features and functions for the front-end and back-end of the application</p> <p>Front-end:</p> <ol style="list-style-type: none"> <li>1. Show movie and timings</li> <li>2. Show movie recommendation</li> <li>3. Allow admin to edit movie/halls/timings</li> <li>4. Allow users to login</li> </ol> <p>Back-end:</p> <ol style="list-style-type: none"> <li>1. Integrate with database</li> <li>2. Integrate recommender system</li> <li>3. Train the model</li> </ol>	<p>Everyone</p> <p>7 Sep 2021</p>
Follow-Up for Next Meeting	Follow up for the next meeting and deliverables	<ul style="list-style-type: none"> <li>- Prepare individual parts for SRS and Quality plan</li> <li>- 80% completion rate</li> </ul>	<p>Everyone</p> <p>7 Sep 2021</p>

<b>The next meeting will be held</b>	7 Sept 2021  1430-1630  Discord
<b>This minutes have been agreed by all attendees</b>	<u>Signed by</u>  Wong Ying