

# Meeting Minutes

Subject			
Project Plan and Risk Management Discussion and Development Progress Check			
Date, Time (duration) and Venue			
Date - 16 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 Minutes4	Updates from individual on assigned tasks	<u>SRS</u> As discussed, SRS was completed and uploaded onto Wiki <u>Quality Plan</u> As discussed, Quality Plan was completed and uploaded onto Wiki <u>Development/Prototype</u> 55% done	Everyone  16 Sept 2021
Division of labour	Dividing the task among teammates	<u>Project Plan:</u>  Wong Ying: Introduction, Project Organization, Process Definition, Schedule, Project Estimates	Everyone  29 Sept 2021

		<p>Duc: Project Estimates, Product Checklist, Best Practice Checklist, Risk Management, Quality Assurance, Monitoring &amp; Control</p> <p><u>Risk Management:</u></p> <p>Parth: Introduction, Risk Management Strategy, Risk Management Procedure, Tools And Practices, Appendix</p> <p><u>Development:</u></p> <p>Hussain, Jeremy, Desmond: Focus on UI and Booking function</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><b>Project Plan</b></p> <p>Similarities between the initial submissions, namely Project Proposal, were discussed.  <u>Introduction, Project Organisation</u></p> <p>Ways in which we could make it clearer and descriptive keeping in mind the developer's and user's perspective, given that Project Proposal's use was mainly for pitching the idea.</p> <p><b>Risk Management Plan</b></p> <p>A 5-steps iterative process is followed to ensure KCMC security measures are constantly up to standards. A brief discussion about Risk Analysis and the Impacts was carried out, after a brainstorming session related to section 8 of the Project Plan which contains the list of risks for the project.</p>	<p>Wong Ying, Duc, Parth</p> <p>16 Sept 2021</p>
Development Tasks	Prioritise and breakdown development process	Complete the development of functionalities and features as prioritised in the previous meeting and worked on thus far, i.e., Movie Booking (seat selection and confirmation, movie	Desmond, Jeremy, Hussain

		<p>database) and User Authentication (Back-End Server)</p> <p>The UI for the home page will be optimised to support the functionalities and be tidied up. UI development for every feature will be worked on right after its completion.</p>	1 Oct 2021
Follow-Up for Next Meeting	Follow up for the next meeting and deliverables	<ul style="list-style-type: none"> <li>- Complete the initial drafts for the Project Plan and the Risk Management documentation for further discussion and improvements to be carried out in the subsequent versions.</li> <li>- Develop the movie booking system and work on KCMC's User Interface</li> </ul>	<p>Everyone</p> <p>1 Oct 2021</p>
<p><b>The next meeting will be held</b></p>			<p>1 Oct 2021</p> <p>1000 - 1100</p> <p>Discord</p>
<p><b>This minutes have been agreed by all attendees</b></p>			<p><u>Signed by</u></p> <p>Wong Ying</p>