

# Meeting Minutes

Subject			
SRS + Quality Plan Review and Development Progress Check			
Date, Time (duration) and Venue			
Date - 7 Sept 2021    Time - 2.30pm - 4:30pm    Via - Discord			
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 Minutes3	Updates from individual on assigned tasks	<u>SRS</u> Achieved 80% completion <u>Quality Plan</u> Achieved 80% completion <u>Development/Prototype</u> 30% done	Everyone  7 Sept 2021
Discuss Concerns in the SRS	Discussed uncertainties faced while filling up the SRS	The following issues were discussed: <b>Constraints on Retraining Of Model</b> Individual Users will need to have at least one booking history record to allow training of models.  <b>Server Deployment Requirements</b> KCMC will be hosted on the cinema chain’s server upon deployment.  <b>System Interface independent of VRU</b> Section removed as it is inapplicable to KCMC.	Wong Ying, Desmond, Duc  16 Sept 2021

		<p><b>Output Requirements</b> Will include model accuracy, which will potentially affect our input requirement (recommender system).</p> <p><b>Licenses</b> No software used in the development of KCMC require any licensing</p> <ul style="list-style-type: none"> <li>- Finished up the remaining blanks of the SRS.</li> <li>- Team members to continue revising the document.</li> </ul>	
Discuss Concerns in the Quality Plan	Discussed uncertainties faced while filling up the Quality Plan	<p>The following issues were discussed:</p> <p><b>3.2.1 Product Assessments</b> Should include KCMC Website and the Recommender System</p> <p><b>5.2.1 Standard Metrics</b> Average time taken for a user to book a movie is included to assess ease of use</p> <p><b>10. Media Control</b> Google Drive folder is used as a form of version control for the team's documentation</p> <p><b>11. Supplier Control</b> Will be left blank as it is inapplicable to KCMC</p> <p><b>14. Risk Management</b> A 5-steps iterative process is followed to ensure KCMC security measures are constantly up to standards.</p> <ul style="list-style-type: none"> <li>- Finish up the remaining blanks of the Quality Plan</li> <li>- Team members to continue revising the document.</li> </ul>	<p>Jeremy, Hussain, Parth</p> <p>16 Sept 2021</p>
Development Tasks	Prioritise and breakdown development process	<p>Prioritise on basic functionality of KCMC</p> <ul style="list-style-type: none"> <li>- booking</li> <li>- seat selection</li> <li>- confirmation</li> </ul> <p>Back-end Server</p> <ul style="list-style-type: none"> <li>- User authentication</li> <li>- Database schema of Movies</li> </ul>	<p>Everyone</p> <p>16 Sep 2021</p>

		Any UI optimization will come after complete development of main functionalities of KCMC	
Follow-Up for Next Meeting	Follow up for the next meeting and deliverables	<ul style="list-style-type: none"> <li>- Complete SRS and Quality Plan (to be added onto Wiki)</li> <li>- Focus on completing booking system of KCMC</li> </ul>	Everyone 16 Sep 2021
<b>The next meeting will be held</b>			16 Sept 2021  1230 - 1430  SWLab3
<b>This minutes have been agreed by all attendees</b>			<u>Signed by</u>  Wong Ying