Meeting Minutes

Subject
Project Plan and Risk Management Review and Development Progress Check

Date, Time (duration) and Venue
Date - 01 Oct 2021   Time - 10am-12noon   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 Minutes5	Updates from individual on assigned tasks	<u>Project Plan</u> Achieved 80% completion <u>Risk Management</u> Achieved 90% completion <u>Development/Prototype</u> Achieved 80% completion	Everyone 01 Oct 2021
Discuss Concerns in the Project Plan	Discussed uncertainties faced while filling up the Project Plan	The following issues were discussed: **2.1 Team Structure** Unsure of "CMM level 3" and decided to split the team best to our knowledge. Will clarify with TA in the next meeting. **4.5 Work Package Details** The effort is stated in the units of PD, which we understood as Person Days. From our	Wong Ying, Duc and Parth 07 October 2021

		understanding, we should multiply the number of days with the number of people. Will clarify with TA in the next meeting. **8 Risk Management** This section should include a table to identify some potential risk with the severity, occurrence and mitigation measures.	
Discuss Concerns in the Risk Management	Discussed uncertainties faced while filling up the Risk Management	The following issues were discussed: **RISK IDENTIFICATION** Information found in the paragraph and the table seems repetitive. Cross check information and consolidate into the table for ease of viewing. **RISK MANAGEMENT PLAN APPROVAL** Requires the team to add in names and signatures **APPENDIX C: RISK MANAGEMENT LOG** Should be refined and addressed more directly to KCMC	Parth 07 October 2021
Discuss development process	Prioritise and breakdown development process	Main functionalities are ready for prototype presentation Some areas to work on: - Confirmation page - Seat booking UI - User upcoming/past bookings page	Hussain, Jeremy and Desmond 07 October 2021
Follow-Up for Next Meeting	Follow up for the next meeting and deliverables	- Complete Project Plan and Risk Management (to be added onto Wiki) - Be ready with defined prototype for presentation	Everyone 07 October 2021
The next meeting will be held			7 Oct 2021 1230 - 1430 SWLab3
This minutes have been agreed by all attendees			Signed by

	Wong Ying