

Meeting Minutes

Subject			
Deliverables Review and Preparation for Slides			
Date, Time (duration) and Venue			
Date - 19 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 Minutes 7	Updates from individual on assigned tasks	<u>Development (UI optimisation)</u> 100% done <u>Change management plan</u> 70% done <u>Design report on software maintainability</u> 60% done <u>Configuration management plan</u> 70% done <u>Release plan</u> 80% done <u>Presentation Slides</u> 50% done	Everyone 19 Oct 2021

Discuss Concerns in documentation	Discussed uncertainties faced while filling up the Deliverables	<p>Brief update on documentation effort for:</p> <p>Change management plan</p> <p>Design report on software maintainability</p> <p>Configuration management plan</p> <p>Release plan</p> <ul style="list-style-type: none"> - It was a short discussion to make sure everyone was on track and to check if there was a need in a shift in manpower - We decided to prioritise presentation slides as all deliverables submission was pushed back to week 12 	<p>Everyone</p> <p>19 October 2021</p>
Discuss Concerns in the Presentation	Delegated presentation parts to individuals and focused on timing	<p><u>Initial Split</u></p> <p>Live demo - Desmond</p> <p>Product introduction - Jeremy</p> <p>Design for maintainability - Hussain</p> <p>Software quality assurance - Duc</p> <p>Project management - Wong Ying</p> <p>Risk management - Parth</p> <p>We realised that having a live demo and product introduction separately might seem duplicative, hence we emailed the TA to check if it was okay to combine them.</p> <p>We were able to get approval.</p> <p><u>Final Split</u></p> <p>Live demo/Product introduction - Desmond</p> <p>Design for maintainability - Hussain</p> <p>Software quality assurance - Duc</p> <p>Project management - Wong Ying</p> <p>Risk management - Parth</p> <p>Moving forward, each individual was tasked with their own slides and script. The team rehearsed a total of 4 times, timing each time and giving feedback to each other.</p>	<p>Everyone</p> <p>21 October 2021</p>
Follow-Up for Next Meeting	Follow up for the next meeting and deliverables	<ul style="list-style-type: none"> - Prioritise presentation - Make sure that prototype database is well prepared for demo purposes 	<p>Everyone</p> <p>21 October 2021</p>

		- Will split documentation work again after presentation.	
The next meeting will be held			21 Oct 2021 1230 - 1430 Discord/Zoom
This minutes have been agreed by all attendees			<u>Signed by</u> Wong Ying