

29 Oct 2025

Subject	Project Closure			
Date/Time	29 Oct 25, 2:30 p.m. - 4:30 p.m.		Venue	SWLAB3
Attendees		Non-attendees		
Athena Chloie Quang Chong Yao Nelly Anthony Zi Jian		N/A		
Chaired By			Zi Jian	
Previous Meeting Minutes Reviewed			Yes	
Progress Updates				
Task	Problem/Issue/Progress	Solution/Action	Taken By	Due Date
Lab 5 Presentation	Successfully completed with no issues	NIL	Project Team	29 Oct
Final Deliverables Submission	All documents need final review Ensure all documents are uploaded in GitHub	Everybody needs to check the GitHub repository that all documents are there and all documents are correct	Project Team	4 Nov
Test Plan	Need to start initial draft based on system requirements and functional modules Need to finalize testing objectives and scope	Define clear testing goals, environment setup, and testing strategy	QA Team Project Manager Release Engineer	3 Nov
Test Cases	Need to complete writing test cases for all modules	Complete remaining test cases and ensure traceability to requirements	Anthony Quang	2 Nov
	Need to execute test	To be done after	Chong Yao	3 Nov

	cases and ensure that application successfully passes test cases	finish writing test cases, issues to be logged in JIRA if any occur according to test case	Chloie	
Peer Review	Need to complete peer review	Every member complete peer review for the entire team	Project Team	5 Nov
Decisions Made				
<ul style="list-style-type: none"> ● Submission Requirements <ul style="list-style-type: none"> ○ Deliverables for Lab 5 <ul style="list-style-type: none"> ■ Test Plan ■ Test Cases ■ Meeting Minutes ○ All documents to be submitted as PDFs ○ Check all documents from Lab 1 to 5 are uploaded 				
Next Meeting	3 November 2025, 8:00 p.m. @ Online			
Meeting Minutes Approval	Approved by Zi Jian			