

25 Oct 2025

Subject	Configuration Management Review and Documentation Updates			
Date/Time	25 Oct 25, 8:00 p.m. - 10:00 p.m.		Venue	Online
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
Design Report on Software Maintainability	Completed draft Need to review content	Review report to ensure everything align with the project	Quang Anthony	29 Oct 2025
Configuration Management Plan	Completed draft Need to refine the plan Need to do final review by team	Refine configuration management plan content Reformat document Verify branching policy, etc. Review to align with project	Chong Yao Athena	29 Oct 2025
Change Management Plan	Completed draft Need to write change management log Need to do final review by team	Write change management log section Review change management plan to ensure everything aligns with the project	Project Manager Nelly	29 Oct 2025
Release Plan	Finished writing release plan	Review release plan to ensure everything	Release Engineer	29 Oct 2025

	Need to do final review by team	aligns with the project	Chong Yao Project Manager	
Presentation	Draft presentation slides Need to confirm order of content Need to decide speakers and sequence	Finalize slide sequence Assign presenters for each section Create slides draft Create presentation script draft	Project Team	29 Oct 2025
	Need to prepare demo for presentation Maybe capture GIFs to put in slides or demo video	Prepare demo data Record short GIFs Record backup demo video	Project Team	29 Oct 2025
	Practice Presentation	Conduct practice for presentation to ensure everything flows well and no information missed	Project Team	29 Oct 2025
Decisions Made				
<ul style="list-style-type: none"> ● Presentation <ul style="list-style-type: none"> ○ Done by 26 Oct and practice on 27 Oct. ● Documentation <ul style="list-style-type: none"> ○ Done by 25 Oct and team to review on 26 Oct. ● Development <ul style="list-style-type: none"> ○ Continue polishing the app and research on test plans in preparation for next lab deliverables. 				
Next Meeting	29 October 2025, 2:30pm @ SWLAB3			
Meeting Minutes Approval	Approved by Zi Jian			