

15 Oct 2025

Subject	Configuration Management			
Date/Time	15 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
Configuration Management	Need to decide on configuration management process	Finalize Git workflow: Branching strategy & Repository Access Policies (Need PR, Need Approval, Need pass tests before merge)	Chong Yao Athena	20 Oct 2025
	Need to start writing configuration management plan	Create initial draft of the configuration management plan	Chong Yao Athena	20 Oct 2025
		Draft list of configuration items (Source code, config files, scripts, proj documentation)	Chong Yao Athena	20 Oct 2025
		Define initial policies for pr/branch/commit, checking in CIs (how often developers must commit and push)	Chong Yao Athena	20 Oct 2025

		changes), and Semantic Versioning (version tagging MAJOR.MINOR.PATC H e.g. 1.2.1)		
		Determine 3-4 metrics for assessing GitHub usage (commit frequency, PR lead time, number of tags/releases)	Chong Yao Athena	20 Oct 2025
Change Management	Determine procedure for managing changes to project artifacts	Appoint the change control board and assign specific roles	Project Manager Nelly	20 Oct 2025
	Need to start writing change management plan	Design change request process flow requirements and change request form Decide on Tracing system to track CR from submission to closure	Project Manager Nelly	20 Oct 2025
Release Plan	Define the release process for the project	Ensure releases have Semantic Versioning and defined initial release numbers	Release Engineer Chong Yao Project Manager	20 Oct 2025
		Define criteria for a release (Testing, Functionality, Documentation, etc.)	Release Engineer Chong Yao Project Manager	20 Oct 2025
	Need to start writing the release plan	Outline major steps of the release workflow and identify the tools for automated build/deployment	Release Engineer Chong Yao Project Manager	20 Oct 2025
Design for Maintainability	Ensure system design supports future	Decide on architectural pattern	Quang Anthony	20 Oct 2025

maintenance	-> Already decided in past lab			
	Decide on frameworks -> Already decided and implementing	Quang Anthony	20 Oct 2025	
	Write report on software maintainability	Draft the maintainability report using chosen design and frameworks	Quang Anthony	
Presentation Slides	Draft Presentation Slides for Lab 5	Creation of Presentation Slides	Team	20 Oct 2025
Decisions Made				
NIL				
Next Meeting	20 October 2025, 8pm @ Online			
Meeting Minutes Approval	Approved by Zi Jian			