

Meeting Minutes

Subject			
Lab 4			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> 17/Mar/2022 12:30 – 2:30 pm Meeting Room: SWLab3 			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> Lin Zixing Wong Jing Lin Fabian Chew Poshi Ryan Chia Hermes Lim Chee Zi Hoe Sheng Zhe 		NIL	
Chaired by Lin Zixing			
Last meeting minutes have been reviewed			N.A
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Task 1	Game polishing	<ul style="list-style-type: none"> Fabian to lead the finetuning and polishing of the game Poshi, Shengzhe and Ryan to assist in polishing the game 	30 th March 2022
Task 2	Design Report on Software Maintainability	<ul style="list-style-type: none"> Programming team to complete the design report on software maintainability 	30 th March 2022
Task 3	Change Management Plan	<ul style="list-style-type: none"> Programming team to complete the Change Management Plan 	30 th March 2022

Task 4	Configuration Management Plan and Release Plan	- Zixing, Hermes and Zihoe to complete configuration management plan and release plan	30 th March 2022
Task 5	Wiki: Backlog	- Fabian to upload the backlog onto the Wiki	30 th March 2022
Task 6	Wiki: Meeting minutes	- Zixing to upload Meeting minutes onto the Wiki	30 th March 2022
The next meeting will be held			31 st March 2022 1300hrs SWLab3
This minute have been agreed by all attendees			Signed by Lin Zixing