

# Meeting Minutes

Subject			
Lab 5			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> <li>31/Mar/2022 12:30 – 2:30 pm</li> <li>Meeting Room: SWLab3</li> </ul>			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> <li>Lin Zixing</li> <li>Wong Jing Lin Fabian</li> <li>Chew Poshi</li> <li>Ryan Chia</li> <li>Hermes Lim</li> <li>Chee Zi Hoe</li> <li>Sheng Zhe</li> </ul>		NIL	
Chaired by Lin Zixing			
Last meeting minutes have been reviewed			N.A
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
<b>Task 1</b>	Test Plan	<ul style="list-style-type: none"> <li>All members to complete Test Plan</li> </ul>	14 <sup>th</sup> April 2022
<b>Task 2</b>	Test Cases and Test Coverage Report	<ul style="list-style-type: none"> <li>QA Team to take charge for completion of test cases and coverage report</li> </ul>	14 <sup>th</sup> April 2022
<b>Task 3</b>	CMMI Level 2 Definition	<ul style="list-style-type: none"> <li>Zixing, Hermes and ZiHoe to complete CMMI Level 2</li> </ul>	14 <sup>th</sup> April 2022
<b>Task 4</b>	Touch ups on presentation slides	<ul style="list-style-type: none"> <li>All members to touch up presentation slides</li> </ul>	14 <sup>th</sup> April 2022

<b>Task 5</b>	Wiki: Backlog	- Fabian to upload the backlog onto the Wiki	14 <sup>th</sup> April 2022
<b>Task 6</b>	Wiki: Meeting minutes	- Zixing to upload Meeting minutes onto the Wiki	1 <sup>st</sup> April 2022
<b>The next meeting will be held</b>			N.A. (Final offline coordination meeting on 7 <sup>th</sup> April)
<b>This minute have been agreed by all attendees</b>			Signed by Lin Zixing