

Meeting Minutes

Subject			
Routine Meetings #9			
Date	Time		Venue
3 October 2021	1400 - 1430		Zoom
Attendees		Non-Attendees	
<ul style="list-style-type: none"> • Bian Hengwei • He Yinan • Jin Han • Lee Yu Jie Melvin • Renganathan Ramasamy • Sannabhadti Shipra Deepak 			
Chaired by			Bian Hengwei
Last meeting minutes have been reviewed			Yes
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Meeting Minutes & Wiki		<ul style="list-style-type: none"> • Record details of this meeting. • Update the wiki 	Lee Yu Jie Melvin 9 October 2021
Prototype making	<ul style="list-style-type: none"> • Integration complete. • Some button text have poor colour contrast • Leaderboard and chat function is missing. • Design layout have poor consistency. 	<ul style="list-style-type: none"> • Change of certain colour scheme for better contrast. • Backend developer to help the front end in integrating and bug-fixing 	Bian Hengwei, He Yinan, Jin Han, Sannabhadti Shipra Deepak, Renganathan Ramasamy 12 October 2021
QA Testing (Prototype)	To do on the go every release stage.	Test the current user interface first.	Lee Yu Jie Melvin 12 October 2021

Risk Management Plan & Project Plan		To do the risk management plan and project plan.	Lee Yu Jie Melvin 12 October 2021
The next meeting will be held			10 October 2021 1400 – 1430 Zoom
This minutes have been agreed by all attendees			Bian Hengwei