

Meeting Minutes

Subject			
Routine Meetings #5			
Date	Time		Venue
16 September 2021	1630 – 1730		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 20 September 2021
Quality Plan	Completed		Bian Hengwei, He Yinan, Jin Han, Sannabhadti Shipra Deepak, Renganathan Ramasamy Not applicable
SRS		<ul style="list-style-type: none"> • Yinan - Problem Statement, Overview • Hengwei - Investigation & Analysis Methodology, Constraints 	Bian Hengwei, He Yinan, Jin Han, Sannabhadti Shipra Deepak, Renganathan Ramasamy, Lee Yu Jie Melvin 21 September 2021

		<ul style="list-style-type: none"> • Jin Han - Operational Requirements, Functional Requirements • Melvin - Input Requirements, Process Requirements • Rama - Output Requirements, Hardware Requirements • Shipra - Software Requirements, Deployment Requirements 	
UI Prototype	In the mist of doing. No issue so far.	<ul style="list-style-type: none"> • Rama - Login, Register, Forgot password screens • Shipra - Join, Create Room, Setting screens • Jin Han - Game & main screen interface 	Jin Han, Sannabhadti Shipra Deepak, Renganathan Ramasamy 22 September 2021
The next meeting will be held			21 September 2021 1400 – 1430 Zoom
This minutes have been agreed by all attendees			Bian Hengwei