

Meeting Minutes

Subject			
Fifth Group Meet – Splitting up tasks for lab 3			
Date, Time (duration) and Venue			
<div><div>·</div><div>16/September/2021 12:30 – 2:30 pm</div></div> <div><div>·</div><div>Software Lab 3</div></div>			
Attendees		Non-Attendees	
<div><div>-</div><div>Tang Kai Wen, Alvin</div></div> <div><div>-</div><div>Yong Wen Shiuan</div></div> <div><div>-</div><div>Bankata Mishra Spriha</div></div> <div><div>-</div><div>Gupta Suhana</div></div> <div><div>-</div><div>Heng Fuwei Esmond</div></div> <div><div>-</div><div>Heng Chor Chen, Sabrina</div></div>			
Chaired by		Tang Kai Wen, Alvin	
Last meeting minutes have been reviewed		Yes	
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Preparing the project plan	Progress- The project manager clarifies on the lifecycle selection and prototype duration with the development team	Action: The project manager will be drafting up the project plan	<div>Taken by:</div> <div>Alvin (Project Manager)</div> <div><u>Development Team:</u></div> <div>Wen Shiuan (Lead Developer)</div> <div>Gupta Suhana (Front-End Developer)</div> <div>Heng Fuwei Esmond (Back-End Developer)</div> <div>Deadline: 25/09/2021</div>

Preparing the risk management	Progress - Assign the job to the QA team	<p>Action: The quality assurance team will be doing the risk management</p> <p>Project Manager will coordinate with QA Manager to oversight the progress of the Risk Management Plan</p>	<p>Taken by:</p> <p><u>QA team:</u></p> <p>Bankata Mishra Spriha (QA Manager)</p> <p>Heng Chor Chen, Sabrina (QA Engineer)</p> <p>Deadline: 25/09/2021</p>
Discussion on dev task allocation	<p>Issue - Prototype has to be able to perform the previously mentioned features to ensure that the stakeholder's demands are met.</p> <p>Deliverables to submit: Code, Documents, Slides and Video Clips of the demo of the Prototype</p>	<p>Action: Development team will go through the necessary deliverables and allocate the workload accordingly to the team members' roles</p> <p>Lead Developer will oversight the progress of the Prototype Development</p>	<p>Taken by:</p> <p><u>Development Team:</u></p> <p>Wen Shiuan (Lead Developer)</p> <p>Gupta Suhana (Front-End Developer)</p> <p>Heng Fuwei Esmond (Back-End Developer)</p> <p>Deadline : 25/09/2021</p>
The next meeting will be held			September, 25 2021
This minutes have been agreed by all attendees			<p>Signed by chair: Alvin Tang</p> 