

Meeting Minutes

Subject			
Lab 1 – First Group Meeting			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> 19/August/2021 12:30 – 2:30 pm Meeting Room: Software Lab 3 			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> Tang Kai Wen, Alvin Yong Wen Shiuan Bankata Mishra Spriha Gupta Suhana 		<ul style="list-style-type: none"> HENG FUWEI ESMOND HENG CHOR CHEN, SABRINA 	
Chaired by			Alvn Tang
Last meeting minutes have been reviewed			Not Applicable
Progress Updates			
Task	Problem/Issue/Progresses	Solution/Action	Taken by & deadline
Assigning of Team Roles	Getting the most ideal roles of each team members	Alvin – Project Manager Wen Shiuan – Lead Developer Spriha – QA Engineer Suhana – QA Manager	19/08/2021
Ideation for the project	Each members has their own ideas that the team can work on	We all agreed on a specific topic with regards to HDB resale and emailed the professor in charge if the topic is suitable	
Wiki Deliverables	First draft of the initial project proposal with its use	Wait for the professor to assign the wiki to the team leader	26/08/2021

	case model and meeting notes	In the meantime, discuss and come up with the proposal details on a shared google docs	
Submission of Wiki Deliverables	Updating the project proposals based on the next meeting discussions	Finalizing the details for the project proposal that will be uploaded on the wiki	01/09/2021
The next meeting will be held			26/08/2021, 4.00pm, zoom
This minutes have been agreed by all attendees			