Meeting Minutes

Subject
Lab 1 – Second Group Meeting

Date, Time (duration) and Venue
·   26/August/2021 4:00 – 4:30 pm   ·   Meeting Room: Zoom

Attendees	Non-Attendees
- Tang Kai Wen, Alvin - Yong Wen Shiuan - Bankata Mishra Spriha - Gupta Suhana - Heng Fuwei Esmond - Heng Chor Chen, Sabrina	

Chaired by	Alvin Tang
Last meeting minutes have been reviewed	Yes

Progress Updates

Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Assigning specific sections of Project Proposal	Each member has a specific section they would prefer to take on	First come first serve as everyone is fine with any sections: 1) Executive Summary + Statement of Problem Suhana + Spriha 2) Technical Approach Wen Shiuan 3) Objectives + Project management (Gantt Chart) Esmond	29/08/2021

		4) Deliverables + Budget Sabrina 5) Communication and Coordination with sponsor Alvin	
Deliverables for Lab 2	Completion of Use Case Description and Use Case Model	Finalize the necessary functions that the system should provide to the end user	31/08/2021
	Discussion of Backlog	Analyze the required backlogs needed for this project and allocate each team member accordingly	31/08/2021
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	1/09/2021
The next meeting will be held			03/09/2021, 12.30pm, Software Lab 3
This minutes have been agreed by all attendees			