Project: ICare – Team D

Minutes of Meeting Log

Meeting - 1

Subject: **Minutes of Kickoff Meeting 13/05/20**

Venue: **Teleconference**

Minutes taken by: Anusha KT

Attendee:
Anusha K T
Niralkumar
Moshood
Xiaofeng
Ahmad

Agenda:
Team members introduction and understanding the project description.

MOM:

1. All team members introduced themselves.
2. Discussed about technical background of each team member.
3. Read and understood the project description.
4. Created shared google document.

Meeting – 2

Subject: **Minutes of Progress Meeting 15/05/20**

Venue: **Teleconference**

Minutes taken by: Anusha K T

Attendee:
Anusha K T
Niralkumar
Moshood
Xiaofeng
Ahmad

Agenda:
Decisions on technology to be used and other tools
Requirement elicitation.

MOM:

1. Discussed on which technology to be used for our project.
2. Discussed on specific UML version and UML modelling tool.
3. Discussed about the requirements of our project.
4. Created overleaf shared document and GitHub repository.
5. Everyone was asked to do research and come up we the design od our application.

Meeting – 3

Subject: **Minutes of Progress Meeting 18/05/20**

Venue: **Teleconference**
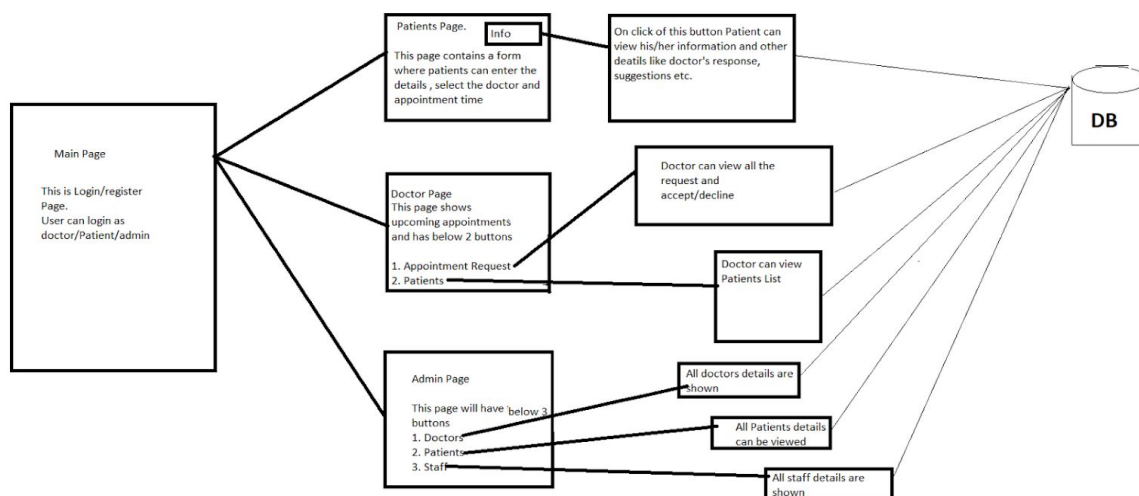
Minutes taken by: Anusha K T

Attendee:
Anusha K T
Niralkumar
Moshood
Xiaofeng
Ahmad

Agenda:
Project progress and any issues\concerns related to tasks
Discussion on design part.

MOM:

1. Discussed and finalised the design outline of our application.
2. Discussed on each deliverable.
3. Assigned task to every team member.

Meeting – 4

Subject: **Minutes of Progress Meeting 21/05/20**

Venue: **Teleconference**

Minutes taken by: Anusha K T

Attendee:
Anusha K T
Niralkumar
Moshood
Xiaofeng
Ahmad

Agenda:

Project progress and any issues\concerns related to tasks
Discussion on assigned task and changes.

MOM:
1. Discussed about the progress of each task
2. Looked for IEEE standards.
3. Discussed on modifications.
4. Asked everyone to update their task in shared document.

Meeting – 5

Subject: **Minutes of Progress Meeting 24/05/20**

Venue: **Teleconference**

Minutes taken by: Anusha K T

Attendee:
Anusha K T
Niralhlad
Moshood
Xiaofeng
Ahmad

Agenda: Implementation of functionality

MOM:
Decided on 5 functionalities to implement.
Assigned each functionality to each team memebr

Meeting – 6

Subject: **Minutes of Progress Meeting 27/05/20**

Venue: **Teleconference**

Minutes taken by: Anusha K T

Attendee:
Anusha K T
Niralhlad
Moshood
Xiaofeng
Ahmad

Agenda: Status update on implementation

MOM:

Discussed the status on implementation.
Discussed about the changes

Meeting – 7

Subject: **Minutes of Progress Meeting 30/05/20**

Venue: **Teleconference**

Minutes taken by: Anusha K T

Attendee:
Anusha K T
Niralhlad
Moshood
Xiaofeng
Ahmad

Agenda: Status update on implementation

MOM: Discussed the status on implementation.
Crossed verified the implementation part

Meeting – 8

Subject: **Minutes of Progress Meeting 03/06/20**

Venue: **Teleconference**

Minutes taken by: Anusha K T

Attendee:
Anusha K T
Niralhlad
Moshood
Xiaofeng
Ahmad

Agenda: Code merging

MOM:
Discussed on code merging and issues
Resolved merging issues
Started working on latex

Meeting – 9

Subject: **Minutes of Progress Meeting 08/06/20**

Venue: **Teleconference**

Minutes taken by: Anusha K T

Attendee:
Anusha K T
Niralhlad
Moshood
Xiaofeng
Ahmad

Agenda: Testing the functionality

MOM:
Tested each other's functionality and workflow
Started working on latex

Meeting – 10

Subject: **Minutes of Progress Meeting 12/06/20**

Venue: **Teleconference**

Minutes taken by: Anusha K T

Attendee:
Anusha K T
Niralhlad
Moshood
Xiaofeng
Ahmad

Agenda: Final document verification and submission

MOM:
Cross verified the document and submitted.