**Meeting Minutes**

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| **Subject** | | | |
| CZ3002 Lab 1 Interim Meeting | | | |
| **Day, Time (duration) and Venue** | | | |
| * 23 Jan 2021, 2100 – 2200 * Zoom Call | | | |
| **Attendees** | | **Non-Attendees** | |
| * Atrik Das * Rajuavi Vishal Raj * Padhi Abhinandan * Kelvin Chua * Melvin Chua * Bryan Goh | | * NIL | |
| **Chaired by:** | | | **Atrik Das** |
| **Last meeting minutes has been reviewed** | | | **Yes** |
| **Progress Updates** | | | |
| **Task** | **Problem / Issues / Progress** | **Solution / Action** | **Taken by / Deadline** |
| Finalization of idea | We settled on 2 final ideas which seemed good in their own ways - a wildfire spread prediction website, and a mall companion app which is designed for planning outings during COVID times. | We listed the pros and cons of each idea and sent an email to the TA of our lab as well as the course coordinator whose advice would help us settle on an idea. | Deadline: 25/01/2021 |
| Allocation of tasks for Lab 2 deliverables | Completion of Use Cases and Project Proposal documents | Kelvin and Melvin: To complete use case diagram and descriptions  Abhinandan, Atrik, Bryan, Vishal: To complete Project Proposal document | Deadline: 31/01/2021 |
| Next meeting will be held: | | 02/02/2021 1030 | SW Lab 3 |
| This meeting has been agreed by all attendees | | | Signature: Atrik |