**Meeting Minutes**

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| **Subject** | | | |
| CZ3002 Lab 2 Meeting | | | |
| **Day, Time (duration) and Venue** | | | |
| * 02 Feb 2021, 1030 – 1230 * SW Lab 3 | | | |
| **Attendees** | | **Non-Attendees** | |
| * Atrik Das * Rajuravi 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** |
| UI design | We discussed the flow of our app and the user experience which we wanted our user to have | Vishal, Bryan - Worked on the UI design on Figma after our discussion | Deadline: 12/02/2021 |
| Allocation of tasks for Lab 2 deliverables | We discussed the various requirements of the documents and how to go about writing the documents | Bryan: SRS headings: 2, 3, 4 (minus diagrams), 5, 6  Atrik: Use case revision, functional requirements, SRS heading: 13  Abhinandan: sequence diagrams, SRS headings: 8, 9, 10, 11, 12  Vishal : Quality Plan (11, 12, 13, 14, 15)  Kelvin - Quality Plan  (1, 2, 3, 4, 5)  Melvin - Quality Plan  (6, 7, 8, 9, 10) | Deadline: 14/02/2021 |
| Next meeting will be held: | | 16/02/2021 1030 | SW Lab 3 |
| This meeting has been agreed by all attendees | | | Signature: Atrik |