**Meeting Minutes**

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| **Subject** | | | | |
| Meeting 3: Project Implementation Kick-off Meeting | | | | |
| **Date, Time (duration) and Venue** | | | | |
| ·         09/09/2021 12:30-14:30  ·         SWLAB3 | | | | |
| **Attendees** | | | **Non-Attendees** | |
| All members attended | | | · | |
| **Chaired by TANG YUTING** | | | |  |
| **Last meeting minutes have been reviewed** | | | | Yes/No |
| **Progress Updates** | | | | |
| **Task** | **Problem/Issue/Progress** | **Solution/Action** | | **Taken by & deadline** |
| Distribute the development task | To separate the system features to each member for more efficient development | Backend used Firebase, and all members will be developing front-end using Vue.js | | Before the lab ends |
| Quality Plan Draft | To drat the quality plan | QA team will draft the quality plan for the meeting next time. | | Before Sunday |
| **The next meeting will be held** | | | | 12/09/2021, Online |
| **This minutes have been agreed by all attendees** | | | | TANG YUTING |