**Meeting Minutes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject** | | | | |
| Group Meeting 1 (Lab 1) | | | | |
| **Date, Time (duration) and Venue** | | | | |
| ·         16 August 2021  8:30am – 10:20 am  ·         SWLAB3 | | | | |
| **Attendees** | | | **Non-Attendees** | |
| · Chan Shao Jing  · Chong Yow Lim  · Lionel Wong Zhi Neng  · Low Jin Teng Jackson  · Ng Chi Hui  · Zachary Varella Lee Zheyu | | | ·         NIL | |
| **Chaired by: Chan Shao Jing** | | | |  |
| **Last meeting minutes have been reviewed** | | | | NA |
| **Progress Updates** | | | | |
| **Task** | **Problem/Issue/Progress** | **Solution/Action** | | **Taken by & deadline** |
| **Task1** | Deciding on Team Leader | We have discussed and decided that Shao Jing will be our team leader. | | Team / 16 Aug 2021 |
| **Task2** | Assignment of Roles | Based on the strengths and preferences of our members, we have assigned the following roles to each member:  Project Manager – Shao Jing  Lead Developer – Zachary  Front-end Developer – Chi Hui  Back-end Developer – Yow Lim  QA Manager – Jackson  QA Engineer – Lionel  Release Engineer/Manager – Shao Jing | | Team / 16 Aug 2021 |
| **Task3** | Preliminary Ideas | Our team came up with several possible ideas for our project as follow:   * All-in-one Elderly Mobile App (medication reminder, exercise videos, brain teasers (mastermind, face recognition game, sequence memorisation game), emergency function) * Centralised Mobile App to compare food delivery prices or online shopping products across different platforms. * NTU Campus Navigation Mobile App. To help students get around the campus easily with image guide.   After discussion, we have decided to use our first idea of an All-in-one Elderly App as we felt that there is a lot of potential and room for development. | | Team / 16 Aug 2021 |
| **Task4** | System Architecture | * We have chosen the Model-View-Controller (MVC) Architecture as it is one of the most popular framework to decouple user-interface, data and application logic. It better suits our app as we need to dynamically change the view from feature to feature. | | Team / 16 Aug 2021 |
| **Task5** | Assigning Lab 1 Deliverables | In order to better facilitate the submission of our deliverables, we have split up the work in the following manner:  Project Proposal – Shao Jing, Jackson, Yow Lim, Chi Hui  Use Case Model – Zachary  Backlog – Lionel  We will have a Microsoft Teams meeting to review the deliverables on 21 Aug 2021. | | Team / 21 Aug 2021 |
| **Task6** | Creating a Whatsapp Group | We have created a Whatsapp group to facilitate group discussions. | | Shao Jing / 16 Aug 2021 |
| **The next meeting will be held** | | | | Saturday, 21 Aug 2021, 2:00 – 4:00pm |
| **This minutes have been agreed by all attendees** | | | |  |