**Meeting Minutes**

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| **Subject** | | | | |
| Group Meeting 2 (Lab 1) | | | | |
| **Date, Time (duration) and Venue** | | | | |
| ·         21 August 2021 2:00pm – 4:00pm  ·         Microsoft Teams | | | | |
| **Attendees** | | | **Non-Attendees** | |
| · Anil Ankitha  · 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** | | | | Yes |
| **Progress Updates** | | | | |
| **Task** | **Problem/Issue/Progress** | **Solution/Action** | | **Taken by & deadline** |
| **Task1** | Welcome new team member | Since our last meeting, a new member, Ankitha, has joined our team and we welcomed her to the team.  Anil was added into our WhatsApp group and Microsoft Teams and briefed on what was discussed in the first meeting. | | Shao Jing / 22 Aug 2021 |
| **Task2** | Administrative Matters | As we have a new member, Ankitha will take over the Release Engineer/Manager role from Shao Jing.  However, Ankitha preferred being a front-end/back-end developer and agreed to swap roles with her. As such, Ankitha will be our new Front-End Developer and Chi Hui will be our Release Engineer.  The team has decided to use Microsoft Teams as the main platform for our collaborative work.  For the app development, we will be using Flutter. | | Team / 22 Aug 2021 |
|  | Project Proposal Brief | The team went through the important sections of the project proposal to ensure that the team is aligned on the general direction.  This includes the following:   * Application Name * Objectives * Main Functionalities * Technologies and Platforms * Project Management | | Team / 22 Aug 2021 |
| **Task4** | Backlog | For the Backlog, the team decided to use Trello instead of the Excel template given. Ankitha will assist the team in setting up the Trello. | | Ankitha / 22 Aug 2021 |
| **Task5** | Completion of Project Proposal and Use Case Model | The workload will be split in the following manner and should be completed before our next meeting:  Wiki: Team Information (Shao Jing)  Wiki: Project proposal (Shao Jing & Yowlim & Jackson)   * Executive Summary (Jackson) * Statement of Problem (Jackson) * Objectives (Jackson) * Technical Approach (Yow Lim) * Project Management (Shao Jing) * Budget (Shao Jing)   System Architecture (Lionel & Zach & Chi Hui) Wiki: Use case model (Lionel & Zach & Chi Hui) Wiki: Backlog & Trello (Ankitha)  Wiki: Meeting minutes (Jackson)  Use Case Description: (Zach and Lionel and Chi Hui)  Logo: Ankitha  Email Prof: Lionel | | Team / 28 Aug 2021 |
| **The next meeting will be held** | | | | Saturday, 28 Aug 2021, 2:00 – 4:00pm |
| **This minutes have been agreed by all attendees** | | | |  |