**Meeting Minutes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject** | | | | |
| Group Meeting 3 (Lab 1) | | | | |
| **Date, Time (duration) and Venue** | | | | |
| ·         28 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** | Review of Task 5 from previous meeting: Completion of Project Proposal and Use Case Model | The meeting started with reviewing each of the team member’s part as discussed in the previous meeting.  As this section in quite long, it will be split and listed into the different tasks below. | | Team / 22 Aug 2021 |
| **Task2** | Update Wiki Team Information | Shao Jing showed a screenshot of the wiki updated with the team’s information.  Yow Lim suggested that we add individual photos of ourselves to make the page nicer.  Shao Jing has requested for each of the team member to send their photos to him and the page was subsequently updated. | | Shao Jing / 28 Aug 2021 |
|  | Project Proposal Objectives | Jackson highlighted that the emergency call function in our application may not be very useful considering that there is already a built-in function in most phones.  Our emergency call function requires the user to unlock the phone and enter the app which may be not feasible in times of emergency.  As such, the team agreed to remove the function from the proposal and the use case model and description.  To replace the function, Jackson suggested having a social feature to connect the elderly to their peers. Ankitha brought up that while it is good to have new features, we must consider whether we have the time to implement it within the deadline.  The team discussed and decided that the current features we have will already require a substantial amount of time to develop and adding an additional feature may not be a good idea.  As such, we have decided to ignore the social feature for now and to include it in the future should we have sufficient time to develop it.  The different sections of the proposal were updated to reflect the change. | | Jackson / 28 Aug 2021 |
| **Task4** | Backlog/Trello | Ankitha highlighted that only 4 members are in the Trello team and requested for the other members to join as soon as possible.  She also went through the and guided the team on how to use Trello.  Shao Jing highlighted that there may be an issue in using Trello as it is consistently updated, and we might not be able to track what was done on a specific date for grading purposes. (e.g., lab supervisor only looks at our Lab 1 when we are already at Lab 3)  The team suggested taking screenshots of our Trello backlog for each Lab or duplicating it for every Lab as an alternative. | | Ankitha / 22 Aug 2021 |
| **Task5** | Formatting of Document | Zachary highlighted that there are some issues with the formatting and asked whether we should update it.  Yow Lim suggested that the person submitting the lab deliverables can help to change the formatting prior to submission and the team agreed with it. | | Team / 28 Aug 2021 |
| **Task 6** | Updating of Team Qualifications and Resume | The team was reminded to update their respective qualifications and resume to the end of the project proposal by the end of today. | | Team / 28 Aug 2021 |
| **Task 7** | Submission of Lab 1 Deliverables | The team agreed to look through the document one last time and make the necessary changes if required.  All changes should be made by the end of today and Shao Jing will upload the Lab 1 deliverables to the Wiki by tomorrow, 29 Aug 2021. | | Shao Jing / 29 Aug 2021 |
| **The next meeting will be held** | | | | Monday, 30 Aug 2021, 8:30 – 10:20am |
| **This minutes have been agreed by all attendees** | | | |  |