**Meeting Minutes**

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| **Subject** | | | | |
| Group Meeting 5 (Lab 2) | | | | |
| **Date, Time (duration) and Venue** | | | | |
| ·         4 September 2021 2:00pm – 4:00 pm  ·         Microsoft Teams | | | | |
| **Attendees** | | | **Non-Attendees** | |
| · Chan Shao Jing  · Chong Yow Lim  · Lionel Wong Zhi Neng  · Low Jin Teng Jackson  · Ng Chi Hui  · Zachary Varella Lee Zheyu | | | · Anil Ankitha | |
| **Chaired by: Chan Shao Jing** | | | |  |
| **Last meeting minutes have been reviewed** | | | | Yes |
| **Progress Updates** | | | | |
| **Task** | **Problem/Issue/Progress** | **Solution/Action** | | **Taken by & deadline** |
| **Task1** | Addressing Absentee | Shao Jing informed the team that Ankitha is unable to make it for the meeting due to a medical emergency.  The team acknowledged her absence and hope that she is doing fine. | | Chan Shao Jing / 4 Sep 2021 |
| **Task2** | Update on Software Development | Zachary updated that the software development team has planned out the UI and they are currently implementing it starting with the main tab view.  There we be a tabs bar at the bottom of the screen which allows the users to switch between different functionalities.  After discussion, the team decided to use a list view for the main screen instead so that it is more user-friendly and all the functionalities will be known to the elderly from the start.  The user went through the rest of the UI design and everyone was agreeable to the skeleton of the application.  The estimated date of completion for the skeleton of the application will be by the next meeting, 11 Sep 2021. | | Zachary / 11 Sep 2021 |
| **Task 3** | Update on Quality Plan | Jackson and Lionel went through the current Quality Plan with the team and asked for their opinions/feedback. The team identified some areas for improvement such as the Risk Management and worked out a table for the list of potential risks and the strategy to mitigate it.  The quality plan is almost completed and will be finalised during our next meeting. | | Jackson & Lionel / 11 Sep 2021 |
| **Task 4** | Update on SRS | Shao Jing, Chi Hui, and Yow Lim updated on the progress of the SRS and highlighted the areas which requires improvement.  Regarding the login function, Shao Jing highlighted that it shouldn’t be a requirement to login every time a user enters the application as we have planned for offline features, and it may be troublesome for the user to login every time.  Zachary explained that the login function will be a one-time thing and the application will remember the user after the first login. Details such as medication reminders will be stored locally and cloned onto our cloud database whenever the user is connected to the internet.  For the game functionalities, Zachary highlighted that the leaderboard button is missing and should be included.  For the Input/Output, the team agreed to include all inputs/outputs related to our main functionalities.  The team made the appropriate changes to the SRS based on what was discussed and agreed that it is sufficient for now.  The SRS team will finalise the document and update the team of new changes during the next meeting. | | Shao Jing, Chi Hui, Yow Lim / 11 Sep 2021 |
| **Task 5** | Allocation of tasks | The team has allocated the workload as follows and it should be completed by the next meeting:  App Skeleton: Zachary and Ankitha  Deployment Requirements Diagram: Zachary and Lionel  Quality Plan: Jackson and Lionel  SRS: Shao Jing, Chi Hui and Yow Lim  Updating of Backlog: Ankitha  Meeting Minutes: Jackson and Shao Jing | | Team/11 Sep 2021 |
| **The next meeting will be held** | | | | Saturday, 11 Sep 2021, 2:00 – 4:00pm |
| **This minutes have been agreed by all attendees** | | | |  |