**Meeting Minutes**

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| **Subject** | | | | |
| Group Meeting 7 (Lab 3) | | | | |
| **Date, Time (duration) and Venue** | | | | |
| ·         13 September 2021 8:30am – 10:30 am  ·        SWLAB3 | | | | |
| **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 | | |  | |
| **Chaired by: Chan Shao Jing** | | | |  |
| **Last meeting minutes have been reviewed** | | | | Yes |
| **Progress Updates** | | | | |
| **Task** | **Problem/Issue/Progress** | **Solution/Action** | | **Taken by & deadline** |
| **Task1** | Follow-up from last meeting minutes | The team has checked and confirmed that all the previous lab deliverables were successfully uploaded onto our MediaWiki and SVN. | | Team / 13 Sep 2021 |
| **Task2** | Five Elements of Software Estimation | The team went through all the functionalities of our application and categorised them into the five elements of software estimation as follows:  Inputs:  - Game inputs (multiple choice for Mental Math, patterns for Simon Says), average  - User creating/editing/deleting medication reminder, complex  - Retrieving video from YouTube API, simple  - Retrieving medication reminder data, simple  - Registration, simple    Outputs:  - Medication reminder notification, average  - Game tutorials, simple    Inquiries:  - Login, average  - Forgot password, average    Logical files:  - Medication reminders (offline DB), complex    Interfaces:  - YouTube, simple  - User account info, average  - Game scores, simple  - Medication reminders (online DB), complex | | Team / 13 Sep 2021 |
| **Task 3** | Risk Management | The risk management has already been included in our quality plan. The team will improve on the risk management plan based on that. | | Team / 13 Sep 2021 |
| **Task 4** | Skeleton of Prototype | The skeleton prototype has already been completed and there are no updates regarding that. | | Team / 13 Sep 2021 |
| **Task 5** | Distribution of Tasks | The team has allocated the workload as follows and it should be completed by the next meeting:  Prototype: Zachary and Ankitha  Risk Management: Jackson and Lionel  Quality Plan: Shao Jing, Chi Hui and Yow Lim  The quality plan and risk management teams will help with the prototype once they are completed with their tasks. | | Team/ 13 Sep 2021 |
| **The next meeting will be held** | | | | Saturday, 18 Sep 2021, 2:00 – 4:00pm |
| **This minutes have been agreed by all attendees** | | | |  |