**Meeting Minutes**

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| **Subject** | | | | |
| Group Meeting 8 (Lab 3) | | | | |
| **Date, Time (duration) and Venue** | | | | |
| ·         18 September 2021 2:00pm – 4:00 pm  ·        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 | | |  | |
| **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 progress of lab 3 deliverables | As per our previous meeting minutes, a representative from each of the teams assigned to the different lab deliverables provided an update on their current progress.  This is broken down into the separate tasks below. | | Team / 18 Sep 2021 |
| **Task2** | Risk Management Plan | Lionel updated that there wasn’t much to change from the initial template given to us.  Lionel and Jackson created a Risk Management Log and identified more risks in addition to those listed in our project proposal. They also performed qualitative and quantitative analysis to each risk and estimated a numerical rating.  For the major risks identified, a course of action was also planned out to avoid the risk and for corrective action should it occur.  Each team member was updated on the risk they are supposed to oversee throughout the project.  Shao Jing mentioned that the risk management plan is too brief, and we should elaborate more for each of the sections.  Shao Jing, Lionel and Jackson will work on improving and finalising the Risk Management Plan. | | Lionel, Jackson, Shao Jing / 18 Sep 2021 |
| **Task 3** | Software Prototype Update | Ankitha updated the team that the Login function is almost completed, and she should get the medication reminders function done by our next meeting.  Zachary updated that he would take care of the Settings page and will work on the development of the games function by today.  Shao Jing checked with the software development team whether they require additional manpower to help out with the software development.  Ankitha and Zachary assured the team that they will be able to complete the prototype on time as our functionalities are not very complicated.  Ankitha and Zachary agreed to inform each other prior to pushing any updates so as to avoid conflicts.  Zachary added that they can just push to their own branch first before collating at the end as they are working on different functionalities. | | Ankitha, Zachary / 18 Sep 2021 |
| **Task 4** | Project Plan Update | For the project plan, the team worked together to figure out the critical path analysis.  Jackson updated the risk management section with the information from our risk management log.  The project plan team updated that the project plan is almost complete except for sections 9 and 10.  The team agreed to work on it on their own team and to complete it before the next meeting. | | Zachary, Chi Hui, Yow Lim, Shao Jing / 18 Sep 2021 |
| **The next meeting will be held** | | | | Saturday, 25 Sep 2021, 2:00 – 4:00pm |
| **This minutes have been agreed by all attendees** | | | |  |