**Meeting Minutes**

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| **Subject** | | | | |
| Group Meeting 9 (Lab 3) | | | | |
| **Date, Time (duration) and Venue** | | | | |
| ·         25 September 2021 2:30pm – 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** | Quiz Game | Zachary checked with the team whether we should include a counter for the number of correct and wrong answers in addition to the score we have.  The team decided that there is no need for it as the score should be sufficient for them to roughly know how well they are performing. | | Zachary/ 25 Sep 2021 |
| **Task2** | Project Plan | The team continued from where we left off from our last meeting.  For the Risk Management, Chi Hui checked with the team whether it is consistent with our Risk Management Plan.  Jackson updated that he updated the section based on whatever was written in our risk management plan. He also mentioned that the Risk Management Log is maintained in a separate Excel sheet.  Chi Hui checked whether we should move it into the same document instead as it is troublesome to keep switching between different files.  Shao Jing mentioned that the Risk Management Log is quite lengthy, and it will be messy if we were to transfer the information over.  The team has since completed our project plan and will help with the development team with the prototype. | | Team / 25 Sep 2021 |
| **Task 3** | Checking demonstration requirements | The team decided that we should check with the professor on the requirements of the prototype demonstration for Lab 4 such as the number of slides, time limit, what to cover etc.  Lionel will help the team to craft out the email and will keep all team members in the loop. | | Lionel / 25 Sep 2021 |
| **Task 4** | Submission of Lab 3 Deliverables | Shao Jing and Jackson will download a copy of the Project Plan and Risk Management Plan respectively and reformat it if necessary.  Jackson will then send over the meeting minutes and finalised Risk Management Plan for Shao Jing to upload onto our MediaWiki | | Team / 25 Sep 2021 |
| **The next meeting will be held** | | | | Saturday, 2 Oct 2021, 2:00 – 4:00pm |
| **This minutes have been agreed by all attendees** | | | |  |