**Meeting Minutes**

| **Subject** | | | | |
| --- | --- | --- | --- | --- |
| First Group Meeting | | | | |
| **Date, Time (duration) and Venue** | | | | |
| * 8 Sep 2022, 1230 - 1430h * Software Lab 3 | | | | |
| **Attendees** | | | **Non-Attendees** | |
| * Andre Lee * Andre Lim * Yang Yang * Trevor Lim * Andrew Ng * Lim Kaisheng * Ling Yin | | | NIL | |
| **Chaired by** | | | | Ling Yin |
| **Last meeting minutes have been reviewed** | | | | Yes |
| **Progress Updates** | | | | |
| **Task** | **Problem/Issue/Progress** | **Solution/Action** | | **Taken by & deadline** |
| System Requirements Specification | How can we show the Object Orientedness design | Use Case Diagram  Class Diagram | | Completed by Lead Developer  Frontend Team and Lead Developer |
| Prototype | What do we want to show in our prototype? | Frontend   * Home Page * Login * Registration   Backend   * CRUD for user database * User authentication | | Frontend Team  Backend Team |
| Quality Plan | Need to start work on the quality plan with the QA team | Complete the Quality Plan document | | Project Manager and QA Team and Lead Development |
| **The next meeting will be held** | | | | Date, time & venue |
| **This minutes have been agreed by all attendees** | | | | Signed by chair  LING YIN |