**Meeting Minutes**

| **Subject** | | | | |
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| Bi-weekly Scrum Meeting | | | | |
| **Date, Time (duration) and Venue** | | | | |
| 22 Sep 2022, 1230 - 1430h and Software Lab 3 | | | | |
| **Attendees** | | | | |
| Andre Lee, Andre Lim, Andrew Ng, Lim Kaisheng, Ling Yin, Trevor Lim, Yang Yang | | | | |
| **Chaired by** | | | | Ling Yin |
| **Last meeting minutes have been reviewed** | | | | Yes |
| **Progress Updates** | | | | |
| **Task** | **Problem/Issue/Progress** | **Solution/Action** | | **Taken by & deadline** |
| Progress Updates for Prototype | Frontend   * Login and Registration are completed * Home page * No functionalities implemented * Product Page is 80% done   Backend   * JWT Token is done. Authentication of user queries to be done * Chat function to be done (Semi done). Queries will need to be done   QA   * Github actions test * Jest templating is done | Frontend   * Product page to be fixed and completed   QA   * Deployment to be done | | ALL - Prototype to be completed 13 Oct |
| Risk Management | Delegate to Lead Development |  | |  |
| Project Plan | Delegate to PM |  | |  |
| **The next meeting will be held** | | | | Date, time & venue |
| **This minutes have been agreed by all attendees** | | | | Signed by chair |