

Meeting minutes

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|---------------------------------------|----------------------------|--|--------------------|
| Subject: | | | |
| Team formation and project discussion | | | |
| Date: | | Time: | Venue: |
| 26th August 2019 | | 10:30pm to 12:30pm, 1:30pm to 3:00pm | Software Lab 3 |
| Attendees: | | 1. Li Shanlan 2. Zeng Jinpo 3. Akshaya Muthu 4. Simon El Nahas Christensen 5. MN Shaanmugam | |
| Absentees: | | Cao Ngoc Thai | |
| Chaired by: | Simon El Nahas Christensen | | |
| Last meeting reviewed: | NA | | |
| Progress updates: | | | |
| Task | Progress | Solution / Action | Taken by, Deadline |
| Team Formation | Completed | <ul style="list-style-type: none">● Simon El Nahas Christensen: Project Manager & Lead Developer● Li Shanlan: Lead Developer & Release Manager● Zeng Jinpo: Quality Engineer, Back-end Developer● MN Shaanmugam: Back-End Developer, QA Manager● Akshaya Muthu: Front-End | - |

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| | | <ul style="list-style-type: none"> ● Cao Ngoc Thai: QA Assurance, Backend developer | |
| Idea Brainstorming | In-progress | <p>Develop a web application that captures the live video, which identifies the person in the video image against the database for attendance taking. The tutor can configure the application for:</p> <ol style="list-style-type: none"> 1. attendance rules (e.g. 3 late = 1 absent) 2. automatically email dissemination (e.g. emails to late students after each class) 3. marking students absent or late with valid reasons 4. Creating, updating, or deleting students from the database 5. Creating summary reports at the end of every session | - |
| Meeting Minutes | Assigned | Document the meeting minutes for each lab. | <p>Taken by: Zeng Jinpo</p> <p>Deadline: 2nd September, 2019</p> |
| Use Case Model | Assigned | Develop a set of use cases to visualize the flow of application functions, along with the corresponding use case | <p>Taken by: MN Shaanmugam</p> <p>Deadline: 2nd September, 2019</p> |

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| | | description. | |
| Project Proposal | Assigned | Document the first draft of project proposal. | Taken by: Zeng Jinpo, Li Shanlan, Akshaya Muthu Deadline: 2nd September, 2019 |
| Backlog | Assigned | Discuss and fill out the backlog that details the outstanding tasks for each week. | Taken by: Deadline: 2nd September, 2019 |
| Set up project digital workspace (SVN and MediaWiki) | Pending; Waiting for technician to set up credentials | Set up the SVN with the credentials provided by the technician. Set up MediaWiki to store the relevant project documentations. | - |
| Set up Trello, Google Drive, WhatsApp, Git repo for ease of collaboration | Completed | Set up Trello for organization and assignment of the project components. Set up Google Drive for documentations. Set up WhatsApp for communication. Set up Git repo for code sharing. | Completed by: Simon El Nahas Christensen, Zeng Jinpo |
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| Next meeting (date & time): | | | 2nd September 2019 (Monday), 10:30-12:30 |
| The minutes have been agreed by all members. Signature of chair: | | | Simon |