

Meeting minutes 2

Subject:			
Review: Lab 1 Deliverables			
Date:		Time:	Venue:
2nd September 2019		10:30pm to 12:30pm	Software Lab 3
Attendees:		1. Li Shanlan 2. Zeng Jinpo 3. Akshaya Muthu 4. Simon El Nahas Christensen 5. MN Shaanmugam 6. Cao Ngoc Thai	
Absentees:		NA	
Chaired by:		Simon El Nahas Christensen	
Last meeting reviewed:		26th August 2019	
Progress updates:			
Task	Progress	Solution / Action	Taken by, Deadline
Meeting Minutes 2	Completed	Document the meeting minutes for each lab.	Taken by: Zeng Jinpo Deadline: 8th September, 2019
Review Use Case Model	Assigned	Develop a set of use cases to visualize the flow of application functions, along with the corresponding use case description.	Taken by: MN Shaanmugam Deadline: 8th September, 2019
Update Project Proposal	Assigned	Update project management of project proposal.	Taken by: Akshaya Muthu, Li Shanlan, Cao Ngoc Thai Deadline: 8th September, 2019

Update Backlog	Assigned	Update the backlog that details the outstanding tasks for each week.	Taken by: Cao Ngoc Thai Deadline: 8th September, 2019
Set up project digital workspace (SVN and MediaWiki)	Pending	-	All members
Review all lab deliverables	Assigned	Review each other's deliverable	All members, 9th September, 2019
Next meeting (date & time):			9th September 2019 (Monday), 10:30-12:30
The minutes have been agreed by all members. Signature of chair:			Simon