

## Meeting minutes 4

Subject:			
Review: Lab 3 deliverables			
Date:		Time:	Venue:
16th 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:			
Chaired by:	Simon El Nahas Christensen		
Last meeting reviewed:	9th September 2019		
Progress updates:			
Task	Progress	Solution / Action	Taken by, Deadline
System Requirement Analysis	In Progress	Review on the System Requirement Specifications (SRS) for further clarification	<b>Taken by:</b> Cao Ngoc Thai Zeng Jinpo MN Shaanmugam
Project Quality Plan	In Progress	Review on the Quality Plan for further clarification	<b>Taken by:</b> Li Shanlan Akshaya Muthu Simon El Nahas Christensen

API Contract	Complete	Review and slight modifications on the API contract that front end requires from the back end	<b>Completed by:</b> Li Shanlan
Prototype	In Progress	Split the prototype group into front-end and backend, and delegate tasks to each individual. Conducted discussions on the edge cases. Back-End should work on the prototype based on the API contract.	<b>Front-End:</b> Li Shanlan Akshaya Muthu Cao Ngoc Thai  <b>Back-End:</b> Simon El Nahas Christensen Zeng Jinpo MN Shaanmugam
<b>Next meeting (date &amp; time):</b>			25th September 2019 (Monday), 10:30-12:30
<b>The minutes have been agreed by all members.</b>  <b>Signature of chair:</b>			Simon