

Meeting Minutes

| Subject | | | |
|--|--|---|---------------------|
| 10th Group Meeting - Lab 3 | | | |
| Date, Time (duration) and Venue | | | |
| <ul style="list-style-type: none"> 25 Sep 2022 2200hrs – 2300hrs Zoom | | | |
| Attendees | | Non-Attendees | |
| <ul style="list-style-type: none"> Lee Xuan Hua Alwin Chai Fabrianne Effendi Dario Ang Foo Zhi Kai Yam Hui Jing Wong Li Han | | <ul style="list-style-type: none"> NIL | |
| Chaired by | | | Lee Xuan Hua |
| Last meeting minutes have been reviewed | | | Yes |
| Progress Updates | | | |
| Task | Problem/Issue/Progress | Solution/Action | Taken by & deadline |
| Task1 | Review progress of front-end and back-end design | The team updates each other about the progress of front-end and back-end design | Team / 25 Sep 2022 |
| Task 2 | Finalising Lab 3 deliverables | Finalise Risk Management Plan and Project Plan - left with Gantt Chart | Team / 25 Sep 2022 |
| Task3 | Firebase | Discussion about Cloud Firestore and Storage with the team | Team / 25 Sep 2022 |

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| Task4 | Split the team into 2 groups | One team working on invigilator side (Frontend), while the other working on user side (Algo) | Team / 25 Sep 2022 |
| Task5 | Demonstration script | The team comes out with the entire flow of script and decides who will be the main actors. | Team / 2 Oct 2022 |
| Task6 | Improvement in Python application | The team takes into consideration the time complexity as well as accuracy while improving the user side. Finalise the algorithm. | Team / 2 Oct 2022 |
| Task7 | Submit Lab 3 deliverables | The team did the last check on the deliverables and submitted it on Wiki. | Team / 2 Oct 2022 |
| The next meeting will be held | | | 2 Oct 2022 (Sun), 2200hrs, zoom |
| This minutes have been agreed by all attendees | | | Lee Xuan Hua |