

Meeting Minutes

Subject			
4th Group Meeting - Lab 1			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> 27 Aug 2022 2230 hrs – 0000 hrs 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 of Task5: Completion of Project Proposal and Use Case Model	The meeting started with reviewing each of the team member's parts as discussed in the previous meeting.	Team / 27 Aug 2022
Task2	Project Ideas Finalisation	The team discussed about the potential issues raised and discussed with the rest to come out with solutions. For example, finalising the variables to track the students (stated in Appendix A) and layout of dashboard for invigilators.	Team/ 27 Aug 2022

Task3	Back-end Design	The team works on backend algorithm exploration via Pair Programming.	Team/ 31 Aug 2022
Task4	Front-end Design	The team decides to split the work such that 2 persons will be responsible for front-end design according to the prototype created.	Wong Li Han Lee Xuan Hua/ 31 Aug 2022
The next meeting will be held			31 Aug 2022 (Wed), 1030 hrs, School Lab
This minutes have been agreed by all attendees			Lee Xuan Hua

Appendix A:

