**Subject: Tutor Meeting**

**Project Name: P42**

**Facilitator:** **N/A**

**Prepared by:** **Yvette Yang**

**Mode: In person**

**Date:** **19/08/2024**

**Time: 08:00 – 10:00**

**Attendees:**

* **Vittoria Salim (tutor)**
* **Winson Zhou**
* **Haofeng Wang**
* **Kyle Guo**
* **Dylan Truong**
* **Dickson Tay**
* **Qifan Zhu**
* **Yvette Yang**

**Absent:**

* **N/A**

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| --- | --- | --- | --- | --- | --- |
| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| 1 | What has been completed? | Week04 presentation | Done | Group effort | N/A |
| 2 | What is in progress? | UI design for the parent portal | UI designers in the team communicate constantly and are working on it | Acadia, Yvette | N/A |
| 3 | What is working well? | The scope statement overall is good | N/A | Group effort | N/A |
| 4 | What needs improvement? | 1. Project scope statement uses the template 2. Objectives should be according to SMART 3. Successful criteria are expected to be more about testing part | Clarified with the tutor on what was lacking with our project scope statement | Group effort | N/A |
| 5 | Reminders | Start to design the UI for the parent portal | N/A | Acadia, Yvette | N/A |
| 6 | What needs to be completed before the next meeting? | Design the basic UI interface for the survey submission component | The UI designers try to make the UI as much as possible before tomorrow meeting | Acadia, Yvette | N/A |
| … | ….. |  |  |  |  |