**Subject:** Group meeting

**Project Name:** P42

**Facilitator:** N/A

**Prepared by:** Yvette Yang

**Mode:** In person

**Date:** 25/08/2024

**Time:** 20:30-21:30

**Attendees:**

* Winson Zhou
* Yvette Yang
* Haofeng Wang
* Kyle Guo
* Dylan Truong
* Dickson Tay
* Qifan Zhu

**Absent:**

* N/A

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| 1 | What has been completed? | * Allocate the jobs in the fifth sprint | * Done | Group Effort |  |
| 2 | What is in progress? | * Develop each task in the sprint individually | * Working on | Group Effort |  |
| 3 | What is working well? | * Implement part of the login page | * Done | Group Effort |  |
| 4 | What needs improvement? | * Develop the login page | * Working on | Group Effort |  |
| 5 | Reminders | * Finish the individual task before | * Working on | Group Effort |  |
| 6 | What needs to be completed before the next meeting? | * All the tasks in the fifth sprint | * Working on | Group Effort |  |
| … | ….. |  |  |  |  |