**Subject: Tutor Meeting**

**Project Name: P42**

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

**Prepared by:** **Dylan Truong**

**Mode: In person**

**Date:** **27/08/2024**

**Time: 14:00 – 16:00**

**Attendees:**

* **Grace Ning Guan ( client)**
* **Maggie (client)**
* **Winson Zhou (Remote)**
* **Haofeng Wang**
* **Kyle Guo**
* **Dylan Truong**
* **Dickson Tay**
* **Qifan Zhu**
* **Yvette Yang**
* **Student Portal Team**

**Absent:**

* **N/A**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| 1 | What has been completed? | UI/UX design for log in/sign up  Inform the client expectation | Grace inform the require design | Grace | N/A |
| 2 | What is in progress? | Log in/Register, Dashboard and Survey Component development  Group report components | All the team member checkout the branch to work on their features. | Group effort | N/A |
| 3 | What is working well? | The design for the UI/UX and the developer  The developing plan for the feature | Discuss the plan | Group effort | N/A |
| 4 | What needs improvement? | Communication with other team about the feature and data integration. | Prepare the question, and communicate our needs to other team. | Qifan | N/A |
| 5 | Reminders | Group report, presentation  Developing feature and testing | Pair programming between developer and tester. | Group effort | N/A |
| 6 | What needs to be completed before the next meeting? | The feature is fully developed and testing should be partially finished. | Doomsayer frequently checkup on teammate to get the task done | Kyle as Doomsayers, and group effort | N/A |
| … | ….. |  |  |  |  |