**Subject: Tutor Meeting**

**Project Name: P42**

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

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

**Mode: In person**

**Date:** **28/08/2024**

**Time: 20:00 – 20:30**

**Attendees:**

* **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? | Dashboard view  Some test cases on log in/registration UI/UX design for front page  Set up the database | Qifan did the log in/registration  Winson finish the dashboard view  Dylan did some test case.  Yvette and Acadia design the UI/UX Kyle and Dickson configure the database and survey components | Group effort | N/A |
| 2 | What is in progress? | Log in/registration logic, survey component backend and frontend Testing on the log in/registration, | The team keep doing what they are allocated. | Group effort | N/A |
| 3 | What is working well? | The development in features | N/A | Group effort | N/A |
| 4 | What needs improvement? | More pair programming session | Have more meeting to code together | Group effort | N/A |
| 5 | Reminders | Group report and contribution record | N/A | Group effort | N/A |
| 6 | What needs to be completed before the next meeting? | The full implementation of log in/registration.  The dashboard and survey result view is completed and reflect the real data from database. | The UI designers try to make the UI as much as possible before tomorrow meeting | Acadia, Yvette | N/A |
| … | ….. |  |  |  |  |