**Subject: Tutor Meeting**

**Project Name: P42**

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

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

**Mode: In person**

**Date:** **09/01/2024**

**Time: 22:00 – 23:30**

**Attendees:**

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

**Absent:**

* **N/A**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| 1 | What has been completed? | All the features is developed completely and fully functional  The test cases for unit test and integration testing is finalise with reasonable coverage. | Merge and solve the version conflict and record a demo video | Group effort | N/A |
| 2 | What is in progress? | Start working on the presentation slide and group report, rehearsal for the presentation. | Team member put their allocated part in the report | Group effort | N/A |
| 3 | What is working well? | The team collaboration in writing function.  The presentation slide is well design | We conduct the meeting and rehearsal on zoom | Group effort | N/A |
| 4 | What needs improvement? | Need to start on the report earlier | N/A | N/A | N/A |
| 5 | Reminders | Group report and contribution record. Team member contribution review. | N/A | Group effort | N/A |
| 6 | What needs to be completed before the next meeting? | The to-do list for next sprint.  Inform the client about the notification system and integrate data from student portal into the parent. | The UI designers try to make the UI as much as possible before tomorrow meeting | Group effort | N/A |
| … | ….. |  |  |  |  |