

## Discussion 1: Task Assignment and Interview Question Preparation

<b>Date:</b> 1/5/2023	<b>Time:</b> 8.00pm – 10.00pm	<b>Location:</b> M01, KTDI
<b>Attendees:</b> <ul style="list-style-type: none"><li>● Goh Jiale</li><li>● Koh Su Xuan</li><li>● Lee Yik Hong</li><li>● Ong Yi Yan</li><li>● Tang Yan Qing</li></ul>		
<b>Agenda:</b> <ol style="list-style-type: none"><li>1. Assign Task for proposal</li><li>2. Prepare the interview question for 1st and 2nd stakeholders</li></ol>		
<b>Discussions:</b> <ol style="list-style-type: none"><li>1. Discussed the proposed project and identified the key components that needed to be included in the proposal.</li><li>2. Review the roles and responsibilities for each member and assign specific tasks to each member based on their strengths and interests.</li><li>3. Discussed the preparation of interview questions for 1st and 2nd stakeholders for the project.</li></ol>		
<b>Decisions:</b> <p>Each member is assigned with the task following:</p> <ul style="list-style-type: none"><li>● Goh Jiale : Executive Summary, Background, Objective and Scope</li><li>● Koh Su Xuan : System Architecture</li><li>● Lee Yik Hong : Software Process Model</li></ul>		

- Ong Yi Yan : Technical Specifications, Timeline and Deliverables and Conclusion
- Tang Yan Qing : Budget, Risks Assessment and Resources

**Action Items:**

1. Each member will begin working on their assigned task and ensure to meet the deadline.
2. Each member will review and provide constructive feedback on each other's work before the due date of the proposal.

**Summary:**

The group discussed the proposed project, assigned specific tasks to each member and reviewed the roles and responsibilities for the project. The group will also review and provide feedback on each other's work before the due date of the proposal. Interview questions will be prepared by all group members before meeting with stakeholders.

