Meeting Minutes

Meeting Title: Weekly Project Meeting – Work Allocation and Phase 2 proceedings

Date: 28 August 2025

Time: 21:00 pm

Location: Microsoft Teams

Minutes Prepared By: Gayathri Kasunthika Kanakaratne

Attendees:

Team Members: Zhaodong Shen, Siqi Shen, Wei Dai, Christina Fington, Gayathri Kasunthika Kanakaratne

As Dani (Project Manager) had an unavoidable commitment, he informed the team in advance and made the necessary arrangements for the meeting. He requested Zhaodong (Team Lead) to chair and facilitate the discussion to proceed with the phase 2 of the project.

Discussion

Zhaodong (Team Lead) provided a comprehensive explanation of the identified features. He divided the work into meaningful components with a clear flow, ensuring logical task distribution across the team.

Task Allocation

Team Member	API Design responsibility
Siqi	- Ability to create users. - Ability to get a single user. - Ability to edit profile of a single user. - Ability to delete a user.
Gayathri	- Ability to list all users. (with pagination, and

	search)
	/api/users?search=xxx&page=1
	- Ability to batch create users.
Christina	- Ability to create user groups.
	- Ability to update a user group (name)
	- Ability to edit a user group.
	- Ability to delete a user group.
	- Ability to add users to a user group.
Dani	- Ability to list all user groups. (with pagination, and search)
	- Ability to get a single user group and list all of its members (with pagination, and search).
Wei	- Ability to create a single training.
	- Ability to get a single training.
	- Ability to edit a training.
	- Ability to delete a training.
Manas	- Ability to show which user groups have been assigned to a specific training.
	- Ability to show which trainings have been assigned to a specific user group.

Zhaodong	
	- Ability to list all trainings. (with pagination, and search) - Ability to link / unlink training to user groups.

Agreement

The team agreed that each member will first complete the RESTful API design for their allocated tasks by the upcoming Wednesday(03.09.2025). After consensus on the designs, development will proceed on both backend and frontend. It was further agreed that all members must complete their backend component to meet the individual assessment requirements, while those more comfortable with frontend development may also contribute in that area.