

# Meeting Minutes - 14

---

## Meeting Agenda

### Date and Time

**Date:** 15 October 2023

**Time:** 9:00 pm - 9:10 pm

### Location

Discord call

### Participants

- Brian Nge Jing Hong
- Chua Xian Loong
- Diana Wijaya
- Koe Rui En
- Lucas Wee
- Muhammad Ibrahim bin Mohd Yusni

## Agenda Details

### Meeting Objectives

1. Updates on previous tasks allocated (Standup Meeting)

### Pre-meeting Preparations

-

### Agenda Details

Time	Content
10 minutes	Updates on individuals' progress (Standup Meeting)
Total meeting time: 10 minutes	

# Meeting Minutes

## Attendance

Group member	Present	Absent
Brian Nge Jing Hong	✓	
Chua Xian Loong	✓	
Diana Wijaya	✓	
Koe Rui En	✓	
Lucas Wee	✓	
Muhammad Ibrahim Bin Mohd Yusni	✓	

## Apologies

-

## Minute Taker and Time Keeper

**Minute taker:** Rui En

**Time Keeper:** Rui En

## Meeting Summary from Previous Meeting

Our team organised a stand-up meeting last Thursday. During the meeting, we provided updates on each team member's work progress, highlighted impediments encountered, and mentioned tasks that should be completed before the next meeting.

# Agenda

## Updates on individuals' progress (Standup Meeting)

The team individual's progress is based on these following points:

- What has been accomplished since the last meeting?
- What will be done before the next meeting?
- What obstacles are in the way?

Individuals' progress report:

1. Brian
  - a. I have completed checking the meeting minutes 12 which is the standup meeting held during the class to make sure that it is accurate.
  - c. There are no obstacles so far.
2. Diana
  - a. I managed to find some bugs in the system and managed to fix them. I have also added some risks that occurred during the sprint, and I edited the user stories document.
  - c. There are no obstacles so far.
3. Ibrahim
  - a. I have completed updating any errors in the code.
  - c. There are no obstacles so far.
4. Chua
  - a. I have helped with fixing bugs in the code.
  - c. There are no obstacles so far.
5. Rui en
  - a. I have completed the meeting minutes 13 and integration testing for new features added.
  - c. There are no obstacles so far.
6. Lucas
  - a. I have completed redeploying the website and uploading the bug-free version of code to the deployment.
  - c. There are no obstacles so far.

## Next Meeting

Date: 15/10/2023

Time: 9:30 pm - 12:30 pm

Place: Discord call