

Meeting Minutes - 13

Meeting Agenda

Date and Time

Date: 14 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

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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

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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:

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

Individuals' progress report:

1. Brian
 - a. I have completed the front-end formatting to make the graph and container bigger so that it's more visible. I have also updated the sprint three report. The previous standup meeting report has not been included in yet.
 - b. I will help complete the documentation for this sprint and document the time tracked by each member in the report.
 - c. There are no obstacles faced.
2. Diana
 - a. I have completed the front-end formatting for the overall contribution of members. A navigation bar is also added to allow users to navigate around the overall contribution and individual contribution. She also completed the risk register updates upon all the risks that occurred this sprint.
 - b. I will help complete the documentation for this sprint.
 - c. There are no obstacles so far.
3. Ibrahim
 - a. I have completed adding the functionality of adding a new user from the admin dashboard and he also added the total contribution time to the admin view. In addition, he rendered the start date and end date into the overall contribution page and added a functionality to remove a user from the team which will also remove all tasks associated with that user.
 - b. I will help with testing the software and checking the documentation.
 - c. There are no obstacles so far.
4. Chua
 - a. I have completed fixing the functionality of the overall contribution page, so that the average time contributed is calculated correctly.
 - b. I will fix bugs that are found by the testing.
 - c. There are no obstacles so far.
5. Rui en
 - a. I have completed the integration testing for all features and meeting minutes 12.
 - b. I will complete meeting minutes 13 and add new integration testing for any new features added.
 - c. There are no obstacles so far.
6. Lucas
 - a. I have completed fixing the functionality of the graph generation, it will calculate the time from the start date and end date and based on the overall contribution of the user.
 - b. I will fix any bugs that arise from the testing that will occur.
 - c. There are no obstacles so far.

Next Meeting

Date: 15/10/2023

Time: 9:00pm - 10:00pm

Place: Discord call