

# Meeting Minutes - 11

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## Meeting Agenda

### Date and Time

**Date:** 10 October 2023

**Time:** 9:00pm - 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 Sunday. 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 added the back button in the overall contribution page and improved the overall contribution page looks.
  - b. I will further improve the overall contribution page looks and start with the sprint 3 document.
  - c. There are no obstacles so far.
2. Diana
  - a. I have completed the formatting and rendering for the admin view, with necessary buttons included to view the graph and change username. The admin view is also made so that it is dynamic with the screen size. The button to link the user information and admin view, and back button is also added. This completes user story 24 successfully.
  - b. I will start on the documentations including the risk register refinement and guideline to the website.
  - c. There are no obstacles so far.
3. Ibrahim
  - a. I have completed rendering of the updated user lists in all of the task detail pages.
  - b. I will help out with completing US28 for the overall user contribution page.
  - c. There are no obstacles so far.
4. Chua
  - a. I have completed the functions for the overall contribution page where now the total hours contributed is collected from the firebase and calculate the average time contributed by each user.
  - b. I will help with refinement and guideline to the website.
  - c. There are no obstacles so far.
5. Rui en
  - a. I have completed our team's meeting minutes 10. I have also completed the user acceptance testing for user stories 24, 25 and 33, and user acceptance criteria for user story 28 is still in progress.
  - b. I will complete the integration testing report, user acceptance testing for the rest of the user stories and meeting minutes 11.
  - c. There are no obstacles so far.

6. Lucas

- a. I have added the backend code to implement the generation of graphs based on each user's contribution of hours in each task.
- b. I will further improve the graph generation based on future requirements.
- c. There are no obstacles so far.

## Next Meeting

Date: 12/10/2023

Time: 1:00pm - 1:15pm

Place: Computer Lab 3