**Meeting Minutes**

Date and Time: 1st July 2024, 21:00

Venue: Wikie Edge (Kaplan Campus)

**Meeting Attendees**

Prasenan Akhil

Nyan Tun Linn

Muhammad Murtadha Bin

John Haresh S/O Krishnan

Wei Chuancun

Zhang Jing

**Meeting Agenda**

Agenda 1. Discussion of SETP Coursework 1

Problem Solving

Agenda 2. Discussion of Group meeting schedules

To schedule the Group meeting at least once a week

Agenda 3. Discussion of team member role & responsibilities

Assign a Group leader

Assign each group member the tasks in details

**Action Items**

* SETP module coursework 1

1. Problem Solving

There are several factors which make the project management complex such as

1. Organization

By helping teams to organize tasks deadlines and responsibilities in a structured way

1. Resource management

By helping in managing resources effectively, ensuring that team members are not overburdened, and resources are allocated optimally

1. Collaboration

By facilitating better communication and collaboration among team members, by providing a centralized platform for discussion and updates

* Group meeting schedule

Plan to have a group meeting at least once a week.

* Team member role & responsibilities

All our group members agreed and assigned Akhil as our group leader as he works as a full stack software developer, and he has sufficient experience and competent background in software engineering.

All our group members will make our own contribution to the team and share the tasks/loads evenly.

**Next meeting**

Scheduled on ***4th July 2024*** for the Group coursework progress discussion.

**Additional notes**

NA.