

# Meeting Minutes

Subject			
Initial Project creation – Routine Group Meeting			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> <li>24/Aug/2023 12:30 – 2:30pm</li> <li>SWLab 3</li> </ul>			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> <li>Abdul Siddiq Bin Mohd Yussaini</li> <li>Ng Yue Jie Alphaeus</li> <li>Roy Lau Run-Xuan</li> <li>Ryan Teo Cher Kean</li> <li>Tran Trung Dung (Charles)</li> <li>Wang Xin Yan Lloyd</li> </ul>			
Chaired by			Abdul Siddiq Bin Mohd Yussaini
Last meeting minutes have been reviewed			First meeting
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Task 1	Setup Project Team Roles	1) Project Manager <ul style="list-style-type: none"> <li>Ng Yue Jie Alphaeus</li> </ul> 2) QA Manager <ul style="list-style-type: none"> <li>Abdul Siddiq Bin Mohd Yussaini (front-end)</li> <li>Tran Trung Dung (Charles) (back-end)</li> </ul> 3) QA Engineer <ul style="list-style-type: none"> <li>Abdul Siddiq Bin Mohd Yussaini (front-end)</li> <li>Tran Trung Dung (Charles) (back-end)</li> </ul> 4) Lead Developer <ul style="list-style-type: none"> <li>Abdul Siddiq Bin Mohd Yussaini (front-end)</li> </ul>	All. Accomplished by end of meeting.

		<ul style="list-style-type: none"> <li>Roy Lau Run-Xuan (back-end)</li> </ul> <p>5) Front-end Developer</p> <ul style="list-style-type: none"> <li>Abdul Siddiq Bin Mohd Yussaini</li> <li>Wang Xin Yan Lloyd</li> <li>Ryan Teo Cher Kean</li> </ul> <p>6) Back-end Developer</p> <ul style="list-style-type: none"> <li>Ng Yue Jie Alphaeus</li> <li>Roy Lau Run-Xuan</li> <li>Tran Trung Dung (Charles)</li> </ul> <p>7) Release Engineer/Manager</p> <ul style="list-style-type: none"> <li>Wang Xin Yan Lloyd</li> </ul>	
<b>Task 2</b>	Team registration	Discuss and form group	All. Accomplished by end of meeting.
<b>Task 3</b>	Update MediaWiki: <ol style="list-style-type: none"> <li>Team Information (names, roles, emails, phone numbers)</li> <li>Project proposal</li> <li>Use case model</li> <li>Backlog</li> <li>Meeting minutes</li> </ol>	Update MediaWiki	All. Deadline 7/9/2023, 12:30pm
<b>Task 4</b>	Setting up of project and learning of the tech stack	Installing of tech stack, and researching on relevant tutorials.	<p>Ng Yue Jie Alphaeus, Roy Lau Run-Xuan, Tran Trung Dung (Charles) will investigate setting up of the backend framework, including prompt engineering.</p> <p>Abdul Siddiq Bin Mohd Yussaini, Wang Xin Yan Lloyd, Ryan Teo Cher Kean will investigate setting up of the frontend framework.</p> <p>The deadline for both tasks will be by 7/9/2023, 12:30pm.</p>

The next meeting will be held			31/8/2023, 12:30 – 2:30pm, Virtual Meeting
This minutes have been agreed by all attendees			