Meeting Agenda

Location	Time	Attendance
PMB	4pm - 5pm 21/10/2021	All expected

Agenda details

I . Progress description

- Separate three types of user, with different permission
  - User are allowed to comment on the ongoing task of his project, immediately the PM would be informed.
  - Worker could change the state of the project (of course any change made by worker are under the control of PM)
  - Project manager have the right to view all the ongoing project and make changes to the task that he is responsible for.
- Currently, house owner and project manager could comment the project or the task, all the comments/images would be sent to the relevant project manager's message page.
- Now we've created the first version of template, which includes 89 tasks in 14 phases, each task has its own working area, requirements, and corresponding participant and supervisor.
- The latest version allows PM to invite member into this applet, those invited member would be automatically identified as house owner.
- About the state of the task, there are two ways of changing the state of a task
  - With time pass by, if originally the task is progressing, but the expected due date is around the corner, the state would automatically switch to delayed.
  - The worker have access to task, he could view the relevant info about the task that belongs to him. When he start the task, for example, start tiling the wall, he could take a photo of the initial state of the wall and click "start"(which would upload the image to backend and displayed in the front of PM) to start work.
- The analysis of the project for both PM and house owner are currently using actual data, it could display the most basic info of the project.

II. Discuss about the following week's task

- When to start report writing
- What needs further improvement