

Meeting Minutes

Subject			
2 nd Meeting - Lab 1			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> 8 September 2025 11:00 pm – 1:20 am Zoom 			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> Shen Jia Cheng Vu Thao Nguyen Akshay Krishna Aishwarya Anand Nguyen Phuong Linh Tran Son Viet 			
Chaired by			Aishwarya Anand
Last meeting minutes have been reviewed			Yes
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Task1	Review of Project Proposal	Team reviewed the full draft. Missing sections were merged, repetitions removed, and formatting refined. Proposal completed.	Team / 8 Sept 2025
Task2	Resumes / Team Profiles	All members agreed to include resumes in the appendix. Final drafts have been uploaded.	Team / 8 Sept 2025
Task3	Review of Use Case Diagram & Descriptions	After discussion, we have decided to use our first idea of an All-in-one Web App for international students	Team / 8 Sept 2025

		(News, Navigation, Chatbot, Dashboard, etc.) as we felt that there is a lot of potential and room for development. Use Case Diagram & Description Completed	
Task4	Deciding on the features of the App	Agreed on core features: academic integrations, secure login and currency converter. Future scope features documented for later consideration.	Team / 8 Sept 2025
Task5	Project Management	Gantt chart and project management section completed.	Team / 8 Sept 2025
Task6	Backlog and Submission	Backlog updated and completed. All items for Lab 2 are marked as completed	Team / 9 Sept 2025
The next meeting will be held			10 Sep 2025, SWLab3
This minutes have been agreed by all attendees			Aishwarya