

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	<p>Team reviewed the full draft. Missing sections were merged, repetitions removed, and formatting refined.</p> <p>Proposal completed.</p>	Team / 8 Sept 2025
Task2	Resumes / Team Profiles	<p>All members agreed to include resumes in the appendix.</p> <p>Final drafts have been uploaded.</p>	Team / 8 Sept 2025
Task3	Review of Use Case Diagram & Descriptions	<p>After discussion, we have decided to use our first idea of an All-in-one Web App for international students</p>	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