Meeting Minutes (6)

Subject
Routine Group Meeting (6)

Date, Time (duration) and Venue
22/09/2022 8:30 – 10:30 pm   - Meeting Room - SWLAB3

Attendees	Non-Attendees
Kolady Anamika Martin Verma Nandini Duong Ngoc Yen Anandarajan Sindini Chua Jim Sean	.

Chaired by Anandarajan Sindini	
Last meeting minutes have been reviewed	Yes

Progress Updates

Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
1	SRS and quality plan refining	recheck the SRS and quality plan with all members	All members **Deadline:** 20/10/2022 8:30 pm
2	Work allocation for documents	- Refining quality plan: Anamika and Nandini - Refining SRS: Yen, Sean, Sindini - Project plan: Yen, Sean, Sindini - Risk management: Nandini, Anamika	All members **Deadline:** 20/10/2022 8:30 pm
3	Project plan	Complete the documentation	Yen, Sean, Sindini **Deadline:** 29/10/2022

4	Risk management	Complete the document	Nandini, Anamika **Deadline:** 29/10/2022
5	UI mockup	Complete the document	All members **Deadline:** 29/10/2022
The next meeting will be held			Thursday 29/09/2022 10 pm Venue: Zoom
This minutes have been agreed by all attendees			Signed by chair

Meeting Minutes (7)

Subject
Routine Group Meeting (7)

Date, Time (duration) and Venue
09/10/2022 8:30 – 9:30 pm   - Online meeting - Zoom

Attendees	Non-Attendees
Kolady Anamika Martin Verma Nandini Duong Ngoc Yen Anandarajan Sindini Chua Jim Sean	.

Chaired by Anandarajan Sindini	

Last meeting minutes have been reviewed	Yes

Progress Updates

Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
1	Coding work division (Front-end and Back-end)	Split the coding part amongst the team Front-end: Anamika, Yen, Nandini Back-end: Sean, Sindini	All members **Deadline:** 23/10/2022
2	Work allocation for documents for Lab 5 deliverables	- Change management plan - Sindini, Nandini - Design Report on Software Maintainability- Anamika - Configuration Management Plan - Sean - Release Plan - Yen	All members **Deadline:** 23/10/2022

3	Logo	CANVA design	Nandini **Deadline:** 12/10/2022
4	Research on assigned coding component	Front-end: Anamika, Yen, Nandini Back-end: Sean, Sindini	All members **Deadline:** 13/10/2022
5	Refine UI mockup	Figma design	All members **Deadline:** 12/10/2022 8:30 pm
The next meeting will be held			Wednesday 12/10/2022 9:30 pm Venue: Zoom
This minutes have been agreed by all attendees			Signed by chair

Meeting Minutes (8)

Subject		
Routine Group Meeting (8)		

Date, Time (duration) and Venue		
● 12/10/2022 9:30 – 10:30 pm ● Online meeting - Zoom		

Attendees	Non-Attendees	
Kolady Anamika Martin Verma Nandini Duong Ngoc Yen Anandarajan Sindini Chua Jim Sean	.	

Chaired by Anandarajan Sindini	

Last meeting minutes have been reviewed	Yes

Progress Updates

Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
1	LOGO finalisation	● Discussed pros and cons of different designs ● Finalised one logo design	All members **Deadline:** Completed during meeting
2	Refine UI mockup	Figma design was finalised for Lab 3.	All members **Deadline:** Completed during meeting
3	Work allocation for documents for Lab 5 deliverables	● Change management plan - Sindini, Nandini ● Design Report on Software Maintainability- Anamika ● Configuration Management Plan - Sean ● Release Plan - Yen	All members **Deadline:** 23/10/2022

4	Research and discuss on assigned coding component	Front-end: Anamika, Yen, Nandini Back-end: Sean, Sindini Discuss on what functionalities should be built first and so on.	All members **Deadline:** 13/10/2022
The next meeting will be held			Thursday 13/10/2022 8:30 am Venue: SWLab3
This minutes have been agreed by all attendees			Signed by chair