

Meeting Minutes (1)

Subject			
Routine Group Meeting (1)			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> 25/08/2022 8:30 am – 10:30 am Meeting Room - Software Laboratory 3 			
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			N/A
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
1	Team Name and Role Allocation	Decided team name (Runtime Terror) and assigned roles to everyone in the team Assignment: Yen - QA Engineer Anamika - Release Engineer and QA Manager Sindini - Project Manager	All members; Done Deadline: 09.30 am 25/08/2022

		Sean - Backend developer	
		Nandini - Lead developer and Front-end developer	
2	Project Topic, APIs, Databases, Development tools	<p>Brainstormed ideas with team mates</p> <p>Decided to research potential APIs and ideas for mobile/web applications</p> <p>*Each member must come up with an idea and present it before the team in the next meeting</p>	<p>All Members; Done</p> <p>Deadline: 03.00 pm 03/09/2022</p>
3	Use case Model	To be completed after deciding on the idea to work on.	<p>Deadline: 08.30 am 08/09/2022</p>
The next meeting will be held			Saturday (03/09/2022), 3 pm, Zoom
This minutes have been agreed by all attendees			Signed by chair

Meeting Minutes (2)

Subject			
Routine Group Meeting (2)			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> · 31/08/2022 9:00 pm – 10:30 pm · Meeting Room - 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	Idea proposition and discussion	Discussed potential ideas proposed by each member and evaluated their pros, cons, technical feasibility, implementation etc.	All members; Completed during meeting
2	Idea shortlisting	After rigorous deliberation, two ideas were shortlisted: Food Management Application and	All members; Completed during meeting

		Mobile wallet for students	
3	Further research about the two potential ideas	<p>Work is split:</p> <ul style="list-style-type: none"> · Mobile wallet -> Anamika, Nandini · Food Management -> Yen, Sindini, Sean <p>Research must be as detailed as possible - can include APIs, libraries, software tools, pros and cons etc.</p>	All members; Monday 05/09/2022 08.30pm
4	Finalise an idea	Both groups will present in-depth research and analysis about their idea to the team. After discussion, the most feasible and optimal idea will be picked.	All members; Monday 05/09/2022 08.30pm
The next meeting will be held			Monday 05/09/2022, 8.30pm Zoom
This minutes have been agreed by all attendees			Signed by chair

Meeting Minutes (3)

Subject			
Routine Group Meeting (3)			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> 05/09/2022 08:30 pm – 09:30 pm Meeting Room - 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	Idea finalisation	Discuss deep on feasibility and technicalities of the two previously narrowed ideas. Finalise one idea based on the above discussed points.	All members; Completed during meeting
2	Work allocation for documentations	Use Case Model: Anamika, Nandini Proposal: Sean, Yen, Sindini	All members; Wednesday 07/09/2022 10.30pm

3	Use Case Model (To be completed)	<p>Complete Use cases for the proposed application:</p> <ol style="list-style-type: none"> 1) Account system 2) Food listing system 3) Recipe recommendati on system 4) Forum Page 5) Donation System 	<p>Anamika, Nandini; Wednesday 07/09/2022 10.30pm</p>
4	Proposal Template (To be completed)	<p>Proposal for Web-Application:</p> <ol style="list-style-type: none"> 1. Summary 2. Problem Statement 3. Objectives 4. Technical Approach 5. Customer Needs 6. Target Specifications 7. Technology Considerations 8. System Platform 9. Project Management 10. Deliverables 11. Budget 12. Communication and Coordination with Sponsor 13. Team Qualifications 	<p>Sean, Yen, Sindini; Wednesday 07/09/2022 10.30pm</p>

		14. References	
The next meeting will be held			Thursday 08/09/2022, 8.30am Venue: Software Lab 3
This minutes have been agreed by all attendees			Signed by chair