Meeting Minutes (9)

Subject
Routine Group Meeting (9)

Date, Time (duration) and Venue
15/10/2022 2:30 – 6:00 pm   - Meeting Room - Student Hub PDR Room

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	Updating the Use Case Description	Recheck and update the use case descriptions according to improvements discussed	All members **Deadline:** 20/10/2022 8:30 pm
2	Work allocation for Use Case Diagram	Creating the use case diagram based on the use case descriptions.	Sindini **Deadline:** 20/10/2022 8:30 pm
3	Allocation of Work for Back-end	Allocating work for: - Account section backend - Marketplace section backend	- Account Section: Sean - Marketplace Section : Sindini **Deadline:** 26/10/2022

4	Allocation of Work for Front End	Allocating work for: - Account Section: Profile, Login, Sign Up, Edit Profile, Forget Password, Change Password - Food Items Section: Add food items, view food items, post food items - Marketplace Section: Marketplace Page, Chat Section, Payment section	- Account Section: Anamika - Food Items Section: Yen - Marketplace Section: Nandini **Deadline:** 26/10/2022
5	Completion of Lab 4 Documentations	Completion of: - Design Report on Software Maintainability - Configuration Management Plan - Change Management Plan - Release Plan	- Design Report on Software Maintainability: Anamika - Configuration Management Plan: Sean - Change Management Plan: Nandini, Sindini - Release Plan: Yen **Deadline:** 26/10/2022
The next meeting will be held			Friday 21/10/2022 5pm Venue: Zoom
This minutes have been agreed by all attendees			Signed by chair

Meeting Minutes (10)

Subject
Routine Group Meeting (10)

Date, Time (duration) and Venue
• 21/10/2022 5.00 – 6:00 pm • Online meeting via 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	Update previous documents	Recheck and update the previous documents according to improvements discussed	All members **Deadline:** 22/10/2022 11.59 pm
2	Update progress and review for Back-end	- Update on sections of back-end that are completed - Test and review the completed portions - Give an estimated outline and timeline to complete the remaining back-end	- Account Section: Sean - Marketplace Section : Sindini **Deadline:** 26/10/2022
3	Update progress and review for Front-End	- Update on sections of front-end that are completed - Test and review the completed portions	- Account Section: Anamika - Food Items Section: Yen

		- Give an estimated outline and timeline to complete the remaining front-end	- Marketplace Section: Nandini **Deadline:** 26/10/2022
4	Update on progress of Lab 4 Documentations	Completion of: - Design Report on Software Maintainability - Configuration Management Plan - Change Management Plan - Release Plan Update progress on Lab 4 documentations	- Design Report on Software Maintainability: Anamika - Configuration Management Plan: Sean - Change Management Plan: Nandini, Sindini - Release Plan: Yen **Deadline:** 26/10/2022
5	Allocation of presentation slides	Make presentation slides based on allocation Make accompanying script for the slides made	Everyone **Deadline:** 26/10/2022
The next meeting will be held			Wednesday 26/10/2022 8pm Venue: Zoom
This minutes have been agreed by all attendees			Signed by chair

Meeting Minutes (11)

Subject
Routine Group Meeting (11)

Date, Time (duration) and Venue

- 26/10/2022 8.00– 9:00 pm
- Online meeting via 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	Review for Back-end	Test and review Back-End for live demo	Everyone **Deadline:** 26/10/2022
2	Review for Front-End	Test and review Front-End for live demo	Everyone **Deadline:** 26/10/2022
3	Review Presentation Slides and Script	Check presentation slides and rehearse presentation together	Everyone **Deadline:** 26/10/2022

The next meeting will be held	Thursday 27/10/2022 8.30am Venue: SWLab3
This minutes have been agreed by all attendees	Signed by chair