

Meeting Minutes

Subject			
Lab 1 – First Group Meeting			
Date, Time (duration) and Venue			
Date: 19 / Jan / 2021			
Time: 10:30 a.m - 12:30 p.m			
Venue: Software Lab 3			
Attendees		Non-Attendees	
1. Loe Kit Leong Daniel (QA Engineer) 2. Datta Anusha (Back-End Developer) 3. Ravishankar Amrita (Front-End Developer) 4. Alex Leong (Release Engineer) 5. Elliot Ong (QA Engineer) 6. Nicklaus Tan (Project Manager) 7. Harish (QA Manager) 8. Mehul Kumar (Lead Developer)		N.A	
Chaired by			Amrita and Anusha
Last meeting minutes have been reviewed			N.A
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Team Formation and Division of Roles	Formation of team and assignment of roles	Discussed past internship/project experiences, strengths and weaknesses of team members and accordingly decided on appropriate roles.	Team Deadline: Completed
Decide on weekly meeting timings and project progress tracking approach	Decide on bi-weekly meeting timings, to allow clear progress tracking	2 meetings weekly: Tuesday (even weeks) - 10:30 a.m to 12:30 p.m Wednesday (odd weeks) - 12:30 p.m - 1:30 p.m	Team Deadline: Completed

		<p>Friday (all weeks): 12:30 p.m - 2:30 p.m</p> <p>Agile work approach will be made use of to track project and each individual's task progress (Using Jira)</p>	
Project Selection	Selection of an appropriate project through brainstorming	<p>Discussed pros and cons of potential projects and unanimously decided on a project.</p> <p>Chosen Project: ExpenseTracker - A Web Application to track personal and group expenses.</p>	<p>Team</p> <p>Deadline: Completed</p>
Decide on end users	Decide on potential end users, clients and customers to facilitate user requirement discussion	The end users would compromise all individuals using digital payment methods. Typically age 13 - 35, as they tend to be more tech savvy and spend time in groups.	<p>Team</p> <p>Deadline: Completed</p>
Discussion of application functionality and user requirements	Discus end-to-end user functionality that the application will provide.	<p>User authentication and registration (emailID and password)</p> <p><u>1) Personal Tracking:</u></p> <ul style="list-style-type: none"> - Personal expense tracking - Spending limits with notifications when nearing limit <p><u>2) Split Tracking:</u></p> <ul style="list-style-type: none"> - Adding personnel / inviting personnel through email link - Easy representation of who owes who and how much and status of payment 	<p>Team</p> <p>Deadline: Completed</p>

		<ul style="list-style-type: none"> - Be able to reflect record of transaction on friend/other party's dashboard - Set due date and reminder notification & interval of notification - Add transaction proof image/memo - Acknowledgement system for expense record author - Make a group with recurring members - Flexibility of payment (Ratio, amount, percentage, currency conversion, shares) - Comments section for each record - Ability for original Author to edit comments and notify the other party involved upon change <p><u>3) Data Analytics:</u></p> <p><u>Pie Chart:</u></p> <ul style="list-style-type: none"> - Graph of expenses: Inflow, outflow by categories/tags (e.g., Food, travel, leisure) <p><u>Line Chart:</u></p> <ul style="list-style-type: none"> - Expenses by date (Inflow & outflow charts) - Transactions/flow of money between selected user(s) <p><u>4) Chat</u></p> <ul style="list-style-type: none"> - To confirm transaction details with one another 	
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		(eg. Did you eat 2 or 3 donuts?) - Increase engagement	
Preliminary Architecture and Tech Stack	Selection of tech stack and initial discussion of the system architecture	Weighed pros and cons of various tech stacks. Further, each team member's technical experience was taken into consideration. The final tech stack decided was MERN (M ongoDB; E xpressJS; R eactJS; N odeJS)	Developers Team Deadline: Completed
Assign Preliminary Tasks to each team member	Discuss agenda for the next meeting and assign tasks to each team member to complete by the next meeting	Agenda: Complete the below assigned tasks and discuss progress Amrita - Decide on database structuring Anusha - Design rough wireframe prototype Mehul - Discuss potential API endpoints Project Proposal: Daniel - Product objectives Harish - Statement of Problem Elliot - Communication with sponsor Nicklaus, Alex - Use Case Diagrams	Team Deadline: Completed
The next meeting will be held			Date: 22 / Jan / 2021, Time: 12:30 p.m - 2:30 p.m Venue: NTU
This minutes have been agreed by all attendees			Nicklaus