

Meeting Minutes

Subject			
Routine Group Meeting			
Date, Time (duration) and Venue			
Date: 22 / Jan / 2021			
Time: 12:30 pm - 1:30 pm			
Venue: Student Activities Centre			
Attendees		Non-Attendees	
1. Nicklaus Tan (Project Manager) 2. Kumar Mehul (Lead Developer) 3. Ravishankar Amrita (Front-End Developer) 4. Datta Anusha (Back-End Developer) 5. Harish (QA Manager) 6. Loe Kit Leong Daniel (QA Engineer) 7. Elliot Ong (QA Engineer) 8. Alex Leong (Release Engineer)		N.A.	
Chaired by			Amrita and Anusha
Last meeting minutes have been reviewed			Yes
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Discuss and update team members on the project progress	Discuss progress and any blockers faced while completing tasks assigned to each team member in the previous meeting	Technical Side: <ul style="list-style-type: none"> - Proposed product name: CashTrack. Product name approved by all team members - Rough wireframe prototype of dashboard designed. UI explained to every team member. - Initial database schema designed and explained to every team member - Frontend library: Changed from ReactJS to Angular CLI 	Team Deadline: Completed

		Documentation Side: <ul style="list-style-type: none"> - Initial Use Case Model discussed - Base proposal outline, content discussed and approved. 	
Discuss details of the Data Analytics section of application	Discuss and resolve blockers being faced while ideating and discussing implementation of data analytics section of the application	<u>Idea Changes:</u> <ul style="list-style-type: none"> - Assumption: Payee's own responsibility to insert record in personal expenses if payer (Author) pays for payee first. - Line chart for personal expenditure (only outflow and for personal expenses only) - Line chart to track how much people owes you or how much you owe others. Chart must use a zero base line and positive and negative amounts to represent "you owe" and "you are owed" amounts. - Assumption that the payer is always the author of a group bill. 	<p>Team</p> <p>Deadline: Completed</p>
Update use case diagram	Based on discussion and feedback from other team members, make necessary changes to the use case diagram	<u>Change Requests for Use Case Model:</u> <ul style="list-style-type: none"> - Change from multiple extends for the various split methods for Input Expense use case to one singular Split By use case before extending to the various splitting methods. - Add Google Authentication API as an additional actor. - Separate Input Expense use case into 2 Use Cases, Input personal expense and Input split/group expense. 	<p>Nicklaus and Alex</p> <p>Deadline: 27th January, 2021</p>

		<ul style="list-style-type: none"> - Add an extends Proof of payment to Update Expense use case. - Add a Delete record/expense use case. - Have 2 use case diagrams, one for payer (Author) and one for payee. - Acknowledgement system (only Author) and chat with other users' use case will be linked to notifications via includes. - Update comment and amount for payer (Author) - Update comments only in Payee use case Diagram 	
Distribute tasks among team members	Discuss agenda for the next meeting and distribute tasks among team members that must be completed by the next meeting	<p>Agenda: Discuss project progress and further work distribution</p> <p>Amrita, Anusha, Mehul:</p> <ol style="list-style-type: none"> 1) Target Specifications 2) Technology consideration 3) System architecture 4) Repository set-up 5) Database design 6) User Interface design 7) List of API endpoints required <p>Nicklaus, Alex:</p> <ol style="list-style-type: none"> 1) Use case diagram changes 2) Use case descriptions <p>Harish, Elliot, Daniel:</p> <ol style="list-style-type: none"> 1) Summary 2) Customer needs 3) Design Concepts 4) Project Management (Gantt Chart) 5) Deliverables 6) Budget 	<p>Team</p> <p>Deadline: 27th January, 2021</p>

		<u>To keep in mind:</u> Team Qualifications (Resume) - Each team member creates their own resume	
The next meeting will be held			Date: 27 / Jan / 2021 Time: 12:30 pm - 1:30 pm Venue: Student Activities Centre
This minutes have been agreed by all attendees			Nicklaus