Meeting Minutes

Subject
Lab 3 (Project Planning and Prototype Construction) - Routine Group Meeting

Date, Time (duration) and Venue
Date: 16 / Feb / 2021 Time: 10:30 am - 12:30 pm Venue: Software Lab 3

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. S Sri Kalki (QA Manager) 6. Loe Kit Leong Daniel (QA Engineer) 7. Elliot Ong (QA Engineer) 8. Alex Leong (Release Engineer)	· N.A·

Chaired by	Nicklaus
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 (Development Team)	Discussion of prototype system, backend database progress and any issues faced while completing tasks assigned to the development team from the prior meetings	Main dashboard skeleton code and design presented by the development team, flow and design approved by all team members Functionality of creating an expense record demoed and understood by all team members with no objections raised	Team Deadline: Completed

		The various split by payment methods which includes arithmetic calculations coded and working as intended. Functionalities demoed to and understood by all team members Add friend request function demoed and approved by all team members Design of the transaction history page showing the user's detailed transaction history with a friend via charts and expense records shared, discussed and approved by all team members	
Discuss and clarify the key concepts, definitions, and requirements of the Project Plan	Discussion and standardisation of the interpretations and requirements of the Project Plan	All team members discussed, reviewed, and agreed on the interpretations and requirements of the Project Plan	Team Deadline: Completed
Discuss and clarify the key concepts, definitions, and requirements of the Risk Management Plan	Discussion and standardisation of the interpretations and requirements of the Risk Management Plan	All team members discussed, reviewed, and agreed on the interpretations and requirements of the Risk Management Plan	Team Deadline: Completed
Distribute tasks among team members	Discuss agenda for next meeting and distribute tasks among team members that must be completed by the next meeting	**Agenda**: Discuss project progress updates, address any concerns/issues and further work distribution	

		Distribution of work:	
		Coding:	
		Amrita, Anusha, Mehul:	
		1) Chat function 2) Backend data and function mapping 3) Navigational linking of notifications 4) Front-end navigational links 5) Develop prototype ready for simple demo	
		Project Plan:	
		Amrita, Anusha:	
		1) Introduction 2) Project Organisation	
		Mehul:	Team
		1) Process Definition	Deadline: 24th February 2021
		Kalki & Nicklaus:	
		1) Project Schedule 2) Product Checklist	
		Daniel & Elliot:	
		1) Project Estimates	
		Alex:	
		1) Best Practice Checklist 2) Risk Management 3) Quality Assurance 4) Monitoring & Control	

		Risk Management Plan: Elliot: 1) Introduction Daniel: 1) Risk Management Procedure Kalki: 1) Tools and Practices Nicklaus: 1) Appendix A 2) Appendix B Backlog: Kalki: 1) Backlog - Lab 3	
The next meeting will be held			Date: 24 / Feb / 2021 Time: 12:30 pm – 1:30 pm Venue: Zoom
This minute have been agreed by all attendees			Nicklaus