Meeting Minutes

Subject

Routine Group Meeting

Date, Time (duration) and Venue

Date: 27 / Jan / 2021

Time: 12:30 pm - 1:30 pm

Venue: ARC

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	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 issues faced while completing tasks assigned to each team member in the previous meeting	**Technical Side:** - Application interface design shared, discussed, and approved by all team members. - System architecture explained and understood by all team members - Proposed use of Redis as part of future enhancements	Team Deadline: Completed

		Documentation Side: - Use case model changes discussed and approved by team members. - Brief proposal changes and updates explained to team members. - Design concepts discussed and clarified - Backlog discussed and assigned to Daniel	
Update use case model	Based on discussion and feedback from other team members, make necessary changes to the use case diagram	**Change Requests for Use Case Model:** - Add "Invite People to CashTrack" as a separate use case (separate from Invite people to group) - To add a person to a group, a person has to be in the application's database, if not in the database, the person cannot be added to the group. - Separate "Create Group" use case from "Input expense" use case (2 mutually exclusive functions) - Set "Currency Conversion" use case under split by	Nicklaus and Alex Deadline: 29th January, 2021

		use case with an <includes> relationship. - Add an <includes> relationship from "Update Expense" use case to "Input Expense" use case as update expense has the same interface as input expense just with predefined values. - Add Acknowledge Payment (Payer) "Settle Up" / Acknowledge Payment (Payee) "Acknowledge" as separate use cases. - Add a "View Transaction Proof" use case that extends from "Acknowledge Payment" use case for the author to optionally view proof of transaction. - Remove link linking "Comment" use case to "Personal Expense" use case.	
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 and finalise details of documents being submitted for Lab 1 **Distribution of work:** Amrita, Anusha, Mehul:	

		1) Repository set-up 2) Database design 3) List of API endpoints required. Nicklaus, Alex: 1) Implement use case diagram changes. 2) Finalise use case descriptions. Harish, Elliot, Daniel: 1) Detailed explanation how proposed application interface design incorporates Shneiderman's eight golden rules as part of design concepts. 2) Finalize project management (Gantt Chart) details 3) Proofread and do final touch up of details on the proposal. 4) Work on backlog Each team member must thoroughly proofread the Project Proposal. **To keep in mind:** Team Qualifications (Resume) - Each team member creates their own resume.	Team Deadline: 29th January, 2021
The next meeting will be held			Date: 29 / Jan / 2021 Time: 12:30 pm - 1:30 pm

	Venue: Zoom
This minutes have been agreed by all attendees	Nicklaus