**Meeting Minute 1**

**Meeting Date: 30 Sept 2020**

| **Attendance** | | |
| --- | --- | --- |
| **Name** | **Student Number** | **Present / Not Present** |
| Huang Junde | 6347046 | Present |
| Dany | 7083105 | Present |
| Priscilla Kai Ting Loo | 6278632 | Present |
| Eng Yong Tee | 6347186 | Present |
| Hai Tian Jonathan Khoo | 5922033 | Present |
| Yap Yuan Xin | 6278905 | Present |
| Hwang Qi Hsin, Jasmine | 6276672 | Present |

**Agenda:**

1. The team is progressing on the list of User Stories
2. The team is progressing on the use of taiga for the project management

**Progress Report**

| **Work Completed in this meeting** | * Developed user stories |
| --- | --- |
| **Work to be completed in next meeting** | * Develop UML diagrams (use case diagram, use case description) |
| **What went well and why?** | * We are able to list out all the user stories in a small amount of time and have our stories checked. * This is because we have a lot of discussions and little to no conflicts. |
| **What is not going well and why?** | * We had several duplicates and redundant user stories listed down because we were not clear of what exactly we needed to have. |
| **Suggestions/Issues** | * We have already clarified with Mr Terence on what is needed to be changed |

**Discussion Summaries:**

Team has gone through the details that need to be inside the user stories and also have consulted with Mr Terence on the user stories and updated the user stories to be in line with the project requirement.

Have begun to import the user stories into taiga.