**Meeting Minute 3**

**Meeting Date: 16 Oct 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 diagrams (i.e. class, BCE and sequence)
2. The team is ensuring that everything that happened during sprint 1 is consistent

**Progress Report**

| **Work Completed in this meeting** | * Checking for consistency across all documents * Adding points to some user stories |
| --- | --- |
| **Work to be completed in next meeting** | * Update Taiga record * Amend BCE and Sequence diagrams * Testing |
| **What went well and why?** | * All team members were contributing valuable inputs and had meaningful discussions |
| **What is not going well and why?** |  |
| **Suggestions/Issues** |  |

**Discussion Summaries:**

The team had discussed several issues faced over the past weeks and got a better clarity on our current progress. We had straightened out the project requirements and better allocated tasks to respective team members according to our individual strengths.