Meeting Minutes

Subject
Lab 1, discussion on group dynamics, game concept and teaching concept

Date, Time (duration) and Venue
• 7th Feb 2020 1030 – 1230 • Software Project Lab

Attendees	Non-Attendees
1. Leroy Tang 2. Alson Kong 3. Karen Wong 4. Lim Wei Cong 5. Sam Shen 6. Cole, Ting Chun Kuo 7. Zane Ho 8. Norman Fung 9. Jing Herng Pow	

Chaired by	Leroy
Last meeting minutes have been reviewed	N/A

Progress Updates

Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Team Selection	There is a need to divide the team into smaller subgroups for work allocation.	The group has decided to split the group into two smaller groups. The first group is called the development team and the second group is called the Admin group	N/A. Decision was made on the meeting itself. No follow up needed.
Gaming Concept	There is a need to select the game concept for the project.	The team has reviewed a few popular games in the market and did an analysis of those games. The team has decided to adopt the gaming concept of "Stages" where the	N/A. Decision was made on the meeting itself. No follow up was needed.

		difficulties of the stages increase along the way.	
Teaching Concept	The system must be able to teach the user something new. There is a need to decide on the teaching concept.	Based on the analysis that the team did. There was 3 types of teaching concept that were brought up during the meeting. 1. Teach and test 2. Test and Teach 3. Test and Self-Learn The team has decided to go with option 2 (Test and teach)	N/A. Decision was made on the meeting itself. NO follow up needed
Area of focus	After the teaching and gaming concept have been decided, it is required to decide on the subject to teach.	There were a few subjects raised by the team. 1. History 2. Geography 3. Politics 4. Science The team needs to come out with more topics and allocate the job of getting the questions.	Deadline by end of week 6 after clearing with TA with the game concept.
The next meeting will be held			19 Feb 2020
This minutes have been agreed by all attendees			Signed by chair