Meeting Minutes

Subject			
CZ3002 Advanced Software Engineering – First Group Meeting			

Date, Time (duration) and Venue

- 28/January/2020 10:30 – 12:30 pm (2 hours)

- Software Lab 3

Attendees	Non-Attendees
- Ang Yong Xin - Brenda Ng Xin En - Emmanuelle Vania - Sam Jian Shen - Ang Zhan Phung	How Mo Xuan (c160011@e.ntu.edu.sg)

Chaired by	Ang Zhan Phung
Last meeting minutes have been reviewed	No (Not Applicable)

Progress Updates

Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Task1	Team formation and leader assignment	(Team 1) CoronaSG Leader: Ang Zhan Phung	(Not Applicable)
Task2	Dividing project roles	Assigned Roles: - Project Manager – Ang Zhan Phung - Lead Developer – Ang Yong Xin - Sam – Frontend Developer - Backend Developer – How Mo Xuan (informed via email) - Emma - QA Engineer & QA	(Not Applicable)

		Manager • Release Engineer – Brenda	
Task3	Project Selection	Online Trail Making Test (tentative)	(Not Applicable)
Task4	Project Development Platform Selection	Visual Studio	(Not Applicable)
Task5	Read Project Proposal Template	Each member to understand the contents of the Project Proposal	Individual Task By 4 Feb 2020
Task6	Team Qualification & Resume	Each member to write their own paragraph on their qualification with references to the attached resume	Individual Task By 4 Feb 2020
The next meeting will be held			4 February 2020 3.30pm (venue TBA)
This minutes have been agreed by all attendees			Signed by chair