

Meeting Minutes

| Subject | | | | | | | | | | | | |
|--|---|--|------------------------|-----------------|------------|-------|-------------------------------------|--|--------|-----------------------------|---|--|
| Implementation status update and task allocation for deliverables | | | | | | | | | | | | |
| Date, Time (duration) and Venue | | | | | | | | | | | | |
| <div><div>·</div><div>23/09/2024 8:00 – 9:00 pm</div></div> <div><div>·</div><div>Online on Zoom</div></div> | | | | | | | | | | | | |
| Attendees | | | Non-Attendees | | | | | | | | | |
| <div><div>·</div><div>Mishra Apurva, Gambhir Dhruv, Nithya Hariharan, Mehta Viral Sujal, Samanatha Tan, Najah Ismail, Tan Jing Jie</div></div> | | | | | | | | | | | | |
| Chaired by | | | Apurva | | | | | | | | | |
| Last meeting minutes have been reviewed | | | Yes | | | | | | | | | |
| Task | Problem/Issue /Progress/Discussion | Items/Solution/Action | Taken by & deadline | | | | | | | | | |
| | <div>Discussion:</div> <div>Everyone shares with and updates the team on the progress they have made and raises any challenges faced or request for help if needed.</div> | <div>Items:</div> <table><tr><th>Member</th><th>Update on tasks</th><th>Next tasks</th></tr><tr><td>Najah</td><td>Data preparation Backend API</td><td>Database discussion Update Figma Backend API</td></tr><tr><td>Nithya</td><td>Pet sitting feature (owner)</td><td>Map Api Profile page: view, edit</td></tr></table> | Member | Update on tasks | Next tasks | Najah | Data preparation Backend API | Database discussion Update Figma Backend API | Nithya | Pet sitting feature (owner) | Map Api Profile page: view, edit | <div>Taken by: all</div> <div>Deadline: 23/09/2024</div> |
| Member | Update on tasks | Next tasks | | | | | | | | | | |
| Najah | Data preparation Backend API | Database discussion Update Figma Backend API | | | | | | | | | | |
| Nithya | Pet sitting feature (owner) | Map Api Profile page: view, edit | | | | | | | | | | |

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|--------------|--|--|--|--|-------------|---|
| | | | | and add pet | | |
| | | Apurva | Lab meeting minutes Test postgresql setup script - debugging Data preparation | Meeting minutes Database discussion | | |
| | | Dhruv | Continue blob storage Added files Next API – returns the URL to be stored in DB Sample code | Adding to all the pages Upload image button | | |
| | | Jing Jie | Adoption (user) | Adoption (Agency) | | |
| | | Samantha | Sitter’s page | Maps API | | |
| | | Viral | Flask setup and connect to backend | Database discussion | | |
| Project plan | Discussion: Identify relevant sections of the project plan and allocate based on team members’ area | Solution <table><tr><td>Heading</td><td>Assigned to</td></tr></table> | | Heading | Assigned to | Taken by: all Deadline: 04/10/2024 |
| Heading | Assigned to | | | | | |

| | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--------------------------------|-------------|----------------------|----------|----------------------------|----------|-----------|---|-----------------------|---------------|---|-----|--|-------|-----------------|----------|-------------------|--------|------------------------|-------|--|
| | of knowledge and availability | <table><tr><td>Revision history, Introduction</td><td>Jing Jie</td></tr><tr><td>Project Organisation</td><td>Apurva</td></tr><tr><td>Process Definition – Agile</td><td>Viral</td></tr><tr><td>Schedule</td><td>Viral to add 4.1 Gantt chart, Najah, Nithya</td></tr><tr><td>Project estimates 5.1</td><td>Dhruv, Apurva</td></tr><tr><td>Project estimates 5.3 cost</td><td>Sam</td></tr><tr><td>Product checklist, Best practice checklist</td><td>Dhruv</td></tr><tr><td>Risk management</td><td>Samantha</td></tr><tr><td>Quality Assurance</td><td>Nithya</td></tr><tr><td>Monitoring and control</td><td>Najah</td></tr></table> | Revision history, Introduction | Jing Jie | Project Organisation | Apurva | Process Definition – Agile | Viral | Schedule | Viral to add 4.1 Gantt chart, Najah, Nithya | Project estimates 5.1 | Dhruv, Apurva | Project estimates 5.3 cost | Sam | Product checklist, Best practice checklist | Dhruv | Risk management | Samantha | Quality Assurance | Nithya | Monitoring and control | Najah | |
| Revision history, Introduction | Jing Jie | | | | | | | | | | | | | | | | | | | | | | |
| Project Organisation | Apurva | | | | | | | | | | | | | | | | | | | | | | |
| Process Definition – Agile | Viral | | | | | | | | | | | | | | | | | | | | | | |
| Schedule | Viral to add 4.1 Gantt chart, Najah, Nithya | | | | | | | | | | | | | | | | | | | | | | |
| Project estimates 5.1 | Dhruv, Apurva | | | | | | | | | | | | | | | | | | | | | | |
| Project estimates 5.3 cost | Sam | | | | | | | | | | | | | | | | | | | | | | |
| Product checklist, Best practice checklist | Dhruv | | | | | | | | | | | | | | | | | | | | | | |
| Risk management | Samantha | | | | | | | | | | | | | | | | | | | | | | |
| Quality Assurance | Nithya | | | | | | | | | | | | | | | | | | | | | | |
| Monitoring and control | Najah | | | | | | | | | | | | | | | | | | | | | | |
| Risk management task allocation | Allocate based on team members’ roles and availability | <table><tr><td>Task</td><td>Assigned to</td></tr><tr><td>Preparation</td><td>Samantha</td></tr><tr><td>Review #1</td><td>Jing Jie</td></tr><tr><td>Review #2</td><td>Najah</td></tr><tr><td>Approval</td><td>Apurva</td></tr></table> | Task | Assigned to | Preparation | Samantha | Review #1 | Jing Jie | Review #2 | Najah | Approval | Apurva | Taken by: Samantha, Jing Jie, Najah, Apurva Deadline: 04/10/2024 | | | | | | | | | | |
| Task | Assigned to | | | | | | | | | | | | | | | | | | | | | | |
| Preparation | Samantha | | | | | | | | | | | | | | | | | | | | | | |
| Review #1 | Jing Jie | | | | | | | | | | | | | | | | | | | | | | |
| Review #2 | Najah | | | | | | | | | | | | | | | | | | | | | | |
| Approval | Apurva | | | | | | | | | | | | | | | | | | | | | | |
| The next meeting will be held | | | 28/09/2024 | | | | | | | | | | | | | | | | | | | | |
| This minutes have been agreed by all attendees | | | Signed by chair Apurva | | | | | | | | | | | | | | | | | | | | |

