

Meeting Minutes

Subject															
Implementation status update and task allocation															
Date, Time (duration) and Venue															
<div><div>·</div><div>09/09/2024 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												
	Discussion: Everyone shares with and updates the team on the progress they have made and raises any challenges faced or request for help if needed.	Items: <div><div>1.</div><div>UI - Najah</div></div> <div><div>2.</div><div>Authentication - Dhruv</div></div> <div><div>3.</div><div>Pet Sitting Feature - Nithya, Samantha</div></div> <div><div>4.</div><div>Pet Events Feature – Jing Jie</div></div> <div><div>5.</div><div>Database design – Apurva, Viral</div></div>	Taken by: all Deadline: 09/09/2024												
SRS task allocation	Discussion: Identify relevant sections of the SRS and allocate based on team members’ area of knowledge and availability	Solution	Taken by: all Deadline: 13/09/2024												
		<table><tr><td>Topic</td><td>Assigned to</td></tr><tr><td>Problem statement</td><td>Apurva</td></tr><tr><td>Overview</td><td>Jing Jie</td></tr><tr><td>Constraints</td><td>Samantha</td></tr><tr><td>Functional requirements</td><td>Najah, Nithya</td></tr><tr><td>Input requirements</td><td>Najah, Nithya</td></tr></table>		Topic	Assigned to	Problem statement	Apurva	Overview	Jing Jie	Constraints	Samantha	Functional requirements	Najah, Nithya	Input requirements	Najah, Nithya
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Input requirements	Najah, Nithya														

		<table><tr><td>Process requirements</td><td>Viral</td></tr><tr><td>Output requirements</td><td>Najah, Nithya</td></tr><tr><td>Software requirements</td><td>Dhruv</td></tr></table>	Process requirements	Viral	Output requirements	Najah, Nithya	Software requirements	Dhruv					
Process requirements	Viral												
Output requirements	Najah, Nithya												
Software requirements	Dhruv												
Quality plan 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>Nithya</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	Nithya	Review #2	Najah	Approval	Apurva	Taken by: all Deadline: 18/09/2024
Task	Assigned to												
Preparation	Samantha												
Review #1	Nithya												
Review #2	Najah												
Approval	Apurva												
The next meeting will be held			13/09/2024										
This minutes have been agreed by all attendees			Signed by chair Apurva										