Meeting Minutes

Subject
Implementation status update and task allocation

Date, Time (duration) and Venue
·   19/09/2024 12:30 – 2:00 pm ·   SWLAB3

Attendees	Non-Attendees
· Mishra Apurva, Gambhir Dhruv, Nithya Hariharan, Mehta Viral Sujal, Samanatha Tan, Najah Ismail, Tan Jing Jie	

Chaired by	Apurva
Last meeting minutes have been reviewed	Yes

Task	Problem/Issue /Progress/Discussion	Items/Solution/Action	Taken by & deadline
Task updates	Discussion: Everyone shares with and updates the team on the progress they have made since the last meeting on 17/09/2024 and raises any challenges faced or request for help if needed.	Items: • Add 1 more button on navigation bar design • Add column to Sitting Listing table <table><tr><td>Member</td><td>Update</td><td>Next tasks</td></tr><tr><td>Najah</td><td>Trello, lab deliverables</td><td>Data preparation Backend API</td></tr><tr><td>Nithya</td><td>Lab deliverables</td><td>Pet sitting feature - owner</td></tr><tr><td>Apurva</td><td>Edit and approve lab deliverables</td><td>Data preparation</td></tr><tr><td>Dhruv</td><td>Work in progress – image</td><td>Continue</td></tr></table>	Taken by: all Deadline: 19/09/2024

			storage on blob	
		Jing Jie	Frontend pages Events Activity	Adoption
		Samantha	Lab deliverables	Sitter's page front-end
		Viral	Database setup	Flask setup and connect to backend
Lab deliverables	Discussion: Identify sections in the templates	Items: • Risk management plan – Samantha • Project plan - Apurva		Taken by: all Deadline: 23/09/2024

The next meeting will be held	23/09/2024
This minutes have been agreed by all attendees	Signed by chair Apurva