Meeting Minutes

Subject			
Status update and task allocation for deliverables			

Date, Time (duration) and Venue			
· 15/10/2024 8:00 – 9:00 pm · Online on Zoom			

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
	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: **Member / Task progress:** Najah — Update UI based on TA feedback Nithya — Profile page Apurva — Data preparation Dhruv — • Change base layout • Zustand Jing Jie — Update events and adoption page as per new UI prototype Samantha — • Add map to sitting page	Taken by: all Deadline: 15/10/2024

Items table

Member	Task progress
Najah	Update UI based on TA feedback
Nithya	Profile page
Apurva	Data preparation
Dhruv	• Change base layout • Zustand
Jing Jie	Update events and adoption page as per new UI prototype
Samantha	• Add map to sitting page

			• Aesthetic improvement	
		Viral	• Refactoring • Fix issues with backend API including few missing APIs	
Lab 4 deliverables preparation	Discussion: Allocate based on team members' roles and availability	<table><tr><td>**Task**</td><td>**Assigned to**</td></tr><tr><td>**Software maintainability**</td><td>**Apurva**</td></tr><tr><td>**Configuration management plan**</td><td>**Najah**</td></tr><tr><td>**Change management plan**</td><td>**Najah**</td></tr><tr><td>**Release plan**</td><td>**Najah**</td></tr></table>		Taken by: Najah, Apurva Deadline: 22/10/2024
The next meeting will be held				22/10/2024
This minutes have been agreed by all attendees				Signed by chair Apurva