**Meeting Minutes**

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| **Subject** | | | | |
| Proposal | | | | |
| **Date, Time (duration) and Venue** | | | | |
| ·         23/08/2024 10:00 – 10:30 pm  ·    Online on Zoom | | | | |
| **Attendees** | | | **Non-Attendees** | |
| ·           Mishra Apurva, Gambhir Dhruv, Nithya Hariharan, Mehta Viral Sujal, Samanatha Tan, Najah Ismail | | | ·        Tan Jin Jie | |
| **Chaired by** | | | | Apurva |
| **Last meeting minutes have been reviewed** | | | | Yes |
| **Task** | **Problem/Issue**  **/Progress/Discussion** | **Items/Solution/Action** | | **Taken by & deadline** |
| **Decide application idea** | Voting and discussion of the application topics from the following:  1. Comparing cab prices  2. Plan healthy day by providing eatery and walking suggestions  3. Focus application. Organizing social media messages  4. HDB data/property  5. Rate My Hall  6. Find my roommates  7. Pet adoption application  Discussion between 2 main applications:   1. FindMyRoommate   Features:   * Location based search for roommates that allows you to “swipe” left or right.   Advantages:   * Useful idea for university students   Disadvantages:   * Only one task (solution is to combine a feature to rate halls) * Matching algorithm may be difficult.  1. Pets' adoption application   Advantages:   * Interesting and unique concept.   Disadvantages:   * Finding reliable data about pet vaccination and caretaking. | Solution:  Final application idea selected: Pet sitter matching and social media | | Taken by:  23/08/24 |
| Pet application feature and research | Features:   1. Pet adoption matching   Advantages:   * Useful feature for people who want to adopt.   Disadvantages:   * Legal issues: Singapore has age / family requirements for pet ownership. Only agencies can put pets up for adoption.  1. Pet sitting matching 2. Pet social media | **Action:**  **Verbal discussion of potential features to decide on 3** | | Deadline:  25/08/24 |
| Initial task allocation for lab deliverables | Discussion on member’s strengths, knowledge areas, and availability to work individually or in subgroups of 2-3 people | **Solution:**   * **Use case model – Dhruv, Nithya, Najah** * **Project Proposal executive summary and problem statement – Samantha, Viral** * **Project Proposal needs of customers, target specifications – Jing Jie, Apurva** | |  |
| **The next meeting will be held** | | | | 28/08/2024 |
| **This minutes have been agreed by all attendees** | | | | Signed by chair  Apurva |