

Meeting Minutes

Subject			
Routine Group Meeting			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> 11 September 2018, 15:30 PM - 17:30 PM SCSE Lounge, NTU 			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> Chaitanya Joshi (Project Manager) Vidur Sharma (Release Engineer) Genevieve Lam (Front-End Developer) Yong Chen Feng (Back-End Developer) Heng Zhi Guang (Lead Developer) Chen Guanyu (QA Engineer & Manager) 			
Chaired by			Chaitanya Joshi
Last meeting minutes have been reviewed			N/A
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Project Proposal	Review of the Allocated Project Proposal (Design objective, Gantt Chart and Target Specification outstanding)	Team member are reminded and allocated what needs to be done of the following section	Team Deadline: 14 September 2018, 10:30 AM – 12:30 PM
	Completion of Use Case Model	Discussed as a group of what the function the system should have.	Team Deadline: 14 September 2018, 10:30 AM – 12:30 PM
Deliverables for Lab 2	Discussion of Backlog	Understand what is the meaning of backlog. Ask all team members to complete backlog via Google Doc	Team Deadline: 14 September 2018, 10:30 AM – 12:30 PM
The next meeting will be held			14 September 2018, 10:30 AM – 12:30 PM Software Lab 3

This minutes have been agreed by all attendees

Chaitanya