

# Meeting Minutes

Subject			
Routine Group Meeting			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> <li>10 October 2018, 2:30 PM – 3:30 PM (1 Hour)</li> <li>Software Projects Lab, NTU</li> </ul>			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> <li>Chaitanya Joshi (Project Manager)</li> <li>Genevieve Lam (Front-End Developer)</li> <li>Yong Chen Feng (Back-End Developer)</li> <li>Heng Zhi Guang (Lead Developer)</li> <li>Chen Guanyu (QA Engineer &amp; Manager)</li> <li>Vidur Sharma (Release Engineer)</li> </ul>		<ul style="list-style-type: none"> <li>N/A</li> </ul>	
Chaired by			Chaitanya Joshi
Last meeting minutes have been reviewed			Yes
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Project Plan	Discussed and updated the team on progress	No issues	Team  Deadline: 18 <sup>th</sup> October 2018
Risk Management	Confirmed understanding with the team on some risk management concepts	Made necessary changes to the risk management plan	Team  Deadline: 18 <sup>th</sup> October 2018
Implementation	Showed progress to team and discussed if any changes need to be made	Team discussed the need for interface for admin and decided not to have it for the time being.	Team  Deadline: 18 <sup>th</sup> October 2018
The next meeting will be held			18 <sup>th</sup> October 2018 10:30 AM Software Lab 3, NTU
This minutes have been agreed by all attendees			<i>Chaitanya</i>