Meeting Minutes

Subject	
Routine Group Meeting	

Date, Time (duration) and Venue	
● 27 September 2018, 10:30 AM – 12:30 PM (2 Hours) ● Software Lab 3, NTU	

Attendees	Non-Attendees
● Chaitanya Joshi (Project Manager) ● Genevieve Lam (Front-End Developer) ● Yong Chen Feng (Back-End Developer) ● Heng Zhi Guang (Lead Developer) ● Chen Guanyu (QA Engineer & Manager) ● Vidur Sharma (Release Engineer)	● N/A

Chaired by	Chaitanya Joshi
Last meeting minutes have been reviewed	Yes

Progress Updates

Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Project Plan	Discussion of tasks involved and division of responsibilities.	Responsibilities divided based team strengths.	Deadline: 18th October 2018
Risk Management	Risk involved and mitigation strategies. Broken into 6 parts: Technology, People, Organizational, Tools, Requirements and Estimation. Especially with people, a risk that needs to be addressed is the risk of team members not being available for team meetings and thus missing out on critical information.	Preliminary risk assessment and mitigation strategies. Division of responsibilities based on strengths.	Deadline: 18th October 2018

Implementation Plan & Prototype System	Stack to use, Database design strategies, Front end plan	Stack - Mongo.db NoSQL database, node.js framework with EJS rendering engine. Database Design - The database will have two models - User and Image. The user model will store user details with roles for Admin, Patient and Caretaker. Front end Plan - Game design with suggestive hints for easier navigation.	Deadline: 18th October 2018
The next meeting will be held			After Recess Week, Software Projects Lab
This minutes have been agreed by all attendees			*Chaitanya*