Meeting Minutes – Meeting 1

Subject
Inaugural Group Meeting

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

Attendees	Non-Attendees
● 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)	● N/A

Chaired by	Chaitanya Joshi
Last meeting minutes have been reviewed	N/A

Progress Updates

Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Team Formation & Division of Roles	Team formation and roles assignment.	Discussed strengths & weaknesses of team members and decided on appropriate roles.	Project Manager Deadline: Completed
Project Selection	Selecting a relevant and appropriate project for the team.	Weighed out the pros & cons of possible projects and chose a project which was unanimously agreed by all team members. Chosen Project: **Face-Name Matching Game for Dementia Patients**	Team Deadline: Completed
Discussion of User Requirements	Understanding symptoms of dementia and relating it to better user interface.	Conducted research on the symptoms of dementia and designed various user interface rules to follow to make it easier for patients to use.	Team Deadline: Next Meeting

Preliminary Architecture & Tech Stack	Selection of tech stack and preliminary discussion of system architecture.	Comparison of pros & cons between Django + Postgres & Node.js + MongoDB for back-end system. Front-end will run on vanilla HTML, CSS & JavaScript supported by jQuery & Bootstrap.	Team Deadline: Completed
The next meeting will be held		8 September 2018, 13:30 PM – 14:30 PM	
This minutes have been agreed by all attendees		*Chaitanya*	