

Meeting Minutes

Subject			
Routine Group Meeting			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> 8 September 2018, 13:30 PM – 14:30 PM SCSE Level 2, 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) 		<ul style="list-style-type: none"> 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 Proposal	Allocation of Project Proposal.	Discussed the meaning and requirements of the different sections of the proposal. Portions has been allocated to each team member.	Team Deadline: Completed
Deliverables for Lab 2	Confirmation of deliverables for Lab 2.	Checked with manual and deliverables found at NTULearn and discussed on priorities of deliverables to ensure efficiency.	Team Deadline: Completed
	Discussion of Use Case Model	Decided to do it on the next meeting once the design objectives are ready	Team Deadline: 14 September 2018, 10:30 AM – 12:30 PM
	Discussing the tasks needed for Backlog.	Allocated and reminded team members to update the Backlog with the tasks assigned.	Team Deadline: 14 September 2018, 10:30 AM – 12:30 PM

Discussion of User Requirements	Understanding symptoms of dementia and relating it to better user interface.	Discussion of the various requirements thought of by the team.	Deadline: Completed
The next meeting will be held			11 September 2018, 15:30 PM - 17:30 PM
This minutes have been agreed by all attendees			<i>Chaitanya</i>