**Meeting Minutes**

**18 August 2021, Wednesday | 1030AM to 1230PM | SWLAB3**

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| **Subject** | | | |
| CZ3002 – Routine Group Meeting | | | |
| **Attendees** | | | **Non-Attendees** |
| * Alicia Chua * Ernest Ang * Jethro Phuah * Lam Zhi Fah * Shannon Tan * Shaun Ong * Ong Sim Hao | | | None |
| **Chaired by Jethro Phuah** | | | |
| Last meeting minutes have been reviewed? | | | Yes |
| **Progress Updates** | | | |
| **Task No** | **Problem/Issue/Progress** | **Solution/Action** | **Taken by & Deadline** |
| 1 | Project Proposal Brainstorming | Discussed and came up with a few ideas namely:   * Community Discovery App which will display places of interests, food locations and events happening in the neighborhood estate * Budget Planner App aiming to improve financial literacy * An app which connects and allows people to pay others in return for completing an errand for them | Alicia Chua & 27 August 2021 |
| 2 | Delegation of roles among team | Went through everyone’s strengths and weaknesses before delegating the roles to ensure a good fit. Final roles and responsibilities are as follows:   * Jet: Project Manager * Shannon: Quality Assurance (QA) Manager, Documentation * Ernest: Developer (frontend) * Shaun: Developer (backend) * Alicia: Testing Manager, Documentation * Sim Hao: Release Manager, Documentation * Zhi Fah: Lead Developer (frontend & backend) | Alicia Chua & 27 August 2021 |
| **The next meeting will be held** | | 23 August 2021, Online on Zoom | |
| **These minutes have been agreed by all attendees** | | Yes | |