**Meeting Minutes**

**1 September 2021, Wednesday | 1030AM to 1230PM | SWLAB3**

| **Subject** | | | |
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| 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 | Delegation of roles among team | Decided to split the roles into those doing:   1. Quality Assurance [3 members] 2. SRS [4 members]   Everyone stated their preferences and we split accordingly. | Alicia Chua & 13 September 2021 |
| 2 | A few were unsure of use cases and application features | As a group, we talked through and confirmed the features and hosting platform of our application. Our SRS will serve as the golden source of truth. | Alicia Chua & 13 September 2021 |
| **The next meeting will be held** | | 8 Sept 2021, Online on Zoom | |
| **These minutes have been agreed by all attendees** | | Yes | |