**Meeting Minutes**

**22 September 2021, Wednesday | 1030AM to 1230PM | Zoom**

| **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 | Project plan & risk management plan completed | Team reviewed the reports and made amendments | Jethro Phuah |
| 2 | Delegation of roles among team | Decided to split the roles for application development into those doing:   1. Backend [Shaun and Sim Hao]    1. Presentation of information    2. Storing of information    3. Configuring firebase dependencies required to pull data    4. Logic for favoriting places and for meetups 2. Frontend [Jethro, Zhi Fah, Shannon and Alicia]    1. Designing of food options, places of interests and future/current events UI    2. Designing of the homepage    3. Designing of creation and joining of meetups UI 3. Admin dashboard [Ernest]    1. Creation of admin account (registration and login)    2. UI to add food, events and places of interest    3. Integration to firebase | Jethro Phuah & 1 October 2021 |
| **The next meeting will be held** | | 6 October 2021, Online on Zoom | |
| **These minutes have been agreed by all attendees** | | Yes | |