**Meeting Minutes**

**6 October 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 | Delegation of roles among team | Decided to split the roles into those doing:   1. Change Management Plan [2 members] 2. Release Plan [1 member] 3. Software Configuration Management [2 members] 4. Design Report on Software Maintainability [2 members] | Jethro Phuah & 18 October 2021 |
| 2 | Progress for user application (50% completed) | 1. Frontend - Overall theme decided 2. Frontend - Buttons for functional requirements completed 3. Backend - Linked registration and login functions to database | Jethro Phuah |
| 3 | Progress for admin dashboard (60% completed) | 1. Frontend - Completed 2. Backend - Yet to connect to database | Ernest Ang |
| **The next meeting will be held** | | 13 October 2021, Online on Zoom | |
| **These minutes have been agreed by all attendees** | | Yes | |