MINUTES MEETING 03
PROJECT DEMONSTRATION 1

Date: 28 October 2021

Time: 1630hrs - 1700hrs

Attendees

Name	Meeting Roles	Agile Roles
Mr Daniel Tan	YOOZOO Supervisor/Client	
Prof Cao Qi	SIT Supervisor	
Kenji Leong	Meeting Chair	Scrum Master
Sum Yuan Loong	Note Taker, Lead Demonstrator	QA Tester
Ngo Wei An	Note Taker, Timer	Product Owner
Ang Yi Fei	Lead Demonstrator	Developer
Josiah Tan Kai Ern	Lead Demonstrator, Agenda Checker	Product Designer

Agenda

1. Access Rights
2. Database Design
3. Overview of User Interface
4. Demo (Figma, React and GitLab)
5. Proposed Architecture
6. Question and Answer

Next Meeting: Project Demonstration 2

2nd December 2021 | Time: 1630 to 1700 hrs

Location: Microsoft Team

Deliverables

1. Homepage and task tab (able to perform one user story)

Agenda Items :   Access Rights (Administrator, Operator, Developer)

Time Allocated	3 minutes	Presenter
Action Item	Present the Access Rights to the Client	Kenji Leong
Conclusion	Client is okay with proposed access rights	
Follow up Action	None	

Agenda Items :   Database Design

Time Allocated	3 minutes	Presenter
Action Item	Present the Database Design	Ngo Wei An
Conclusion	Client is okay with database design	
Follow up Action	None	

Agenda Items :   Overview of User Interface

Time Allocated	3 minutes	Presenter
Action Item	Present the UI Overview	Ang Yi Fei
Conclusion	Client is okay with user interface	
Follow up Action	None	

Agenda Items :   Demonstration - Figma, React, Gitlab

Time Allocated	10 minutes	Presenter
Action Item	Demo the workflow of Figma, Progress of React and Gitlab CI/CD	Ang Yi Fei Josiah Yang Kai Ern Sum Yuan Loong
Conclusion	No feedback on demonstration	
Follow up Action	None	

Agenda Items :   Proposed Architecture

Time Allocated	4 minutes	Presenter
Action Item	Propose the architecture that has been drawn up	Sum Yuan Loong
Conclusion	The drawn up architecture diagram is not correct. It is more of a technology stack. A proper architecture diagram needs logical and functional separations, with the datalinks between the separations.	
Follow up Action	Ask Mr.Daniel for a sample architecture diagram Draw up a new Architecture Diagram	

Agenda Items :   Question and Answers

Time Allocated	5 minutes	Presenter
Action Item	Ask questions for the next deliverable	Kenji Leong Ang Yi Fei
Conclusion	Understand what is the next deliverables which is to focus on the task module	
Follow up Action	Clarify with client if we have further question	

Agenda Items :   Meeting Outcome

Time Allocated	3 minutes	Presenter
Action Item	Summaries the meeting outcome to ensure it aligns with what the client desired	Josiah Yang Kai Ern
Conclusion	The meeting outcome is aligns with what the client wants	
Follow up Action	None	

Additional Questions and Answer

Questions	Presenter
Expectations on next sprint - Homepage and task tab (able to perform one user story)	Kenji Leong Ang Yi Fei

Taken by   :   Sum Yuan Loong

Vetted by   :   Ang Yi Fei

Approved by :   Kenji Leong