

MEETING MINUTES 06

PROJECT DEMONSTRATION 4

Date: 17 February 2022

Time: 1600 to 1630 hrs

Attendees

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

Agenda

1. Project Demonstration and Q/A
 - FrontEnd - Homepage, Schedule, Report, Manage Access
 - BackEnd - Linter/ Webhook
2. Database Design
3. Project Progress
4. Next Deliverable
5. Meeting Outcome

Next Meeting: Final Demo

24 March 2022 | Time: 1630 to 1700 hrs

Location: Microsoft Team

Deliverables

1. Create new issue on GitLab when Task/Issue was created
2. Web application - Finalized Modules
3. Deploy applications into YOOZOO Server (React,Postgres)
4. Final Documentation (Refactoring/Testing)

Agenda Item 1 : Project Demonstration - Frontend and Backend Q/A

Time Allocated	15 minutes	Presenter
Action Item	Present demonstration in both frontend and backend	Josiah Caden Yi Fei Kenji
Conclusion	<u>Tasks</u> Question - Josiah <ul style="list-style-type: none">- For task tab- when create new issue in task - does it appear in gitlab, lark Answer: Yes create new issue- During the task tab - ask if any new features need to be added? Answer: No <u>Backend demonstration</u> <ul style="list-style-type: none">- Keep postgre out of docker- react should be able to deploy also, but mainly backend will be doing the scaling- The rest of the application can be kept in docker- can use docker file as long as can display image but not a priority as long as have docker can already- lark is enough and skip email for now	
Follow up Action	Follow implementation according to Mr Daniel	

Agenda Item 2 : Database Design

Time Allocated	5 minutes	Presenter
Action Item	Update client with changes made in database	Caden
Conclusion	Nil	
Follow up Action	Nil	

Agenda Item 3 : Project Progress

Time Allocated	1 minutes	Presenter
Action Item	Gantt chart to display our current progress	Josiah
Conclusion	- Add documentation	
Follow up Action	Nil	

Agenda Item 4 : Next Deliverables

Time Allocated	3 minutes	Presenter
Action Item	<ul style="list-style-type: none">- Finalize Schedule & Report Module- Back End for Schedule Module- Bug Fixes- Refactor code- Inspection & Testing	Josiah

	- Documentation	
Conclusion	Nil	
Follow up Action	Nil	

Agenda Item 5 : Meeting Outcome

Time Allocated	3 minutes	Presenter
Action Item	Summaries the meeting outcome to ensure it aligns with what the client desired	Yuan Loong
Conclusion	Nil	
Follow up Action	Nil	

Taken by : Sum Yuan Loong

Vetted by : Ang Yi Fei

Approved by: Josiah