**Meeting Minutes**

| **Subject** | | | | |
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| Discuss on tutor’s feedback on project pre-demo and work distribution | | | | |
| **Date, Time (duration), and Venue** | | | | |
| ·         19/October/2020 9:00 – 10:30 am  ·         NTU Software Lab 3 | | | | |
| **Attendees** | | | **Non-Attendees** | |
| ·        Han Si Meng  ·        He Yu Hao  ·        Loh Yi Xuan Renice  ·        Ma Xiao  · Yeoh Jun Yi | | |  | |
| **Chaired by** | | | | Ma Xiao |
| **Last meeting minutes have been reviewed** | | | | Yes |
| **Progress Updates** | | | | |
| **Task** | **Problem/Issue/Progress** | **Solution/Action** | | **Taken by & deadline** |
| Divide the work of the application development (client application, vendor application, and deliveryman application) | Progress | Ma Xiao will continue the work done by He Yu Hao last week to continue developing the data models and develop the connection interface between the application and the Firebase.  He Yu Hao will help to add features and enhance UI for the client application, vendor application, and deliveryman application.  Han Si Meng will refactor the client application and improve the UI of the client application as required by the lab tutor. | | Taken by Ma Xiao, He Yu Hao, and Han Si Meng  These three team members are more familiar with the Flutter tech stack and have better experience in programming and application development. They are able to write good quality code.  Deadline: **30th Oct 2020** |
| Change Management Plan | Progress | The change management plan will be finished by Renice and Jun Yi.  Han Si Meng, He Yu Hao, and Ma Xiao will help to review the document and give advice | | Taken by all the group members  Deadline: **28th Oct 2020** |
| Configuration Management Plan | Progress | The configuration management plan will be finished by Renice and Jun Yi.  Han Si Meng, He Yu Hao, and Ma Xiao will help to review the document and give advice | | Taken by all the group members  Deadline: **28th Oct 2020** |
| Release Plan | Progress | The release plan will be finished by Renice and Jun Yi.  Han Si Meng as the release engineer in our team will help to review the document. | | Taken by Renice, Jun Yi, Han Si Meng  Deadline: **28th Oct 2020** |
| Design Report on Software Maintainability | Progress | The design report on the software maintainability management plan will be finished by Renice and Jun Yi.  He Yu Hao, as the tech lead in our team, will also participate in writing the document and help to review the document. | | Taken by Renice, Jun Yi, He Yu Hao  Deadline: **28th Oct 2020** |
| **The next meeting will be held** | | | | 26/October/2020 9:00 – 10:30 am NTU North Spine |
| **This minutes have been agreed by all attendees** | | | |  |