**Meeting Minutes**

| **Subject** | | | | |
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| Application development review and feature distribution and documentation review | | | | |
| **Date, Time (duration), and Venue** | | | | |
| ·         26/October/2020 9:00 – 10:30 am  ·         NTU North Spine | | | | |
| **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** |
| Review the progress of the application development (client application, vendor application, and deliveryman application), and discuss the issue faced with the development. | Progress/Issues | Ma Xiao will continue the development of application pages and interactions with the Firebase database of the deliveryman application and vendor application  He Yu Hao will continue to add more features and conduct further UI enhancement for the client application, vendor application, and deliveryman application  Han Si Meng will assist in the development of the client application. | | Taken by Ma Xiao, He Yu Hao, and Han Si Meng  These three team members have been working on the application development for a month and have good proficiency in development with the Flutter tech stack. They shall continue the application development  Deadline: **1st Nov 2020** |
| Review the Change Management Plan and continue the work | Progress/Issues | Renice and Jun Yi have been working on the change management plan for a week. Han Si Meng, He Yu Hao, and Ma Xiao helped to review the document.  Renice and Jun Yi will finish writing the document by this Friday | | Taken by all the group members  Renice and Jun Yi.  Deadline: **30th Oct 2020** |
| Review the Configuration Management Plan and continue the work | Progress/Issues | Renice and Jun Yi have been working on the configuration management plan for a week. They have finished writing the document. Han Si Meng, He Yu Hao, and Ma Xiao helped to review the document. | | Taken by all the group members  Deadline: **26th Oct 2020** |
| Review the Release Plan and continue the work | Progress/Issues | Renice and Jun Yi have been working on the release plan for a week. Han Si Meng helped to review the document.  Renice and Jun Yi will finish writing the document by this Thursday. | | Taken by Renice, Jun Yi, Han Si Meng  Deadline: **29th Oct 2020** |
| Review the Design Report on Software Maintainability and continue the work | Progress/Issues | Renice and Jun Yi have been working on the design report on software maintainability for a week. He Yu Hao, as the tech lead in our team, helped to review the document.  Renice and Jun Yi will finish writing the document by this Saturday. | | Taken by Renice, Jun Yi, He Yu Hao  Deadline: **31st Oct 2020** |
| **The next meeting will be held** | | | | 2/November/2020 9:00 – 10:30 am NTU Software Lab 3 |
| **This minutes have been agreed by all attendees** | | | |  |