**Meeting Minutes**

| **Subject** | | | | |
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| Foodie – Group kickstart meeting | | | | |
| **Date, Time (duration) and Venue** | | | | |
| ·         17/Auguest/2020 9:00 – 10:30 am  ·         SWLAB3, SCSE, NTU | | | | |
| **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** | | | | N.A.  (first group meeting) |
| **Progress Updates** | | | | |
| **Task** | **Problem/Issue/Progress** | **Solution/Action** | | **Taken by & deadline** |
| Decide what project we want to propose | Progress | All team members agree to do **a campus meal delivery** system. | | Taken by all the group members  The discussion is finished on-site and the deadline is **17th Aug 2020** |
| Assign group member roles in the project. | Progress | -Si Meng: Frontend developer & Release engineer  - Yu Hao: Lead developer & Backend developer  - Ma Xiao: Project Manager & Frontend developer  - Renice: QA Engineer and Frontend developer  - Jun Yi: QA Manager and Backend developer | | Taken by all the group members  The discussion is finished on-site and the deadline is **17th Aug 2020** |
| Write the project proposal | Progress | All team members went through the project proposal and each of the team members would take one part according to their assigned role. | | Taken by all the group members and the deadline is **24th Aug 2020**  Work allocation:  - Executive Summary: Renice  - Statement of Problem: Si Meng  - Objectives: Jun Yi  - Technical Approach: Yu Hao  - Project Management: Ma Xiao |
| **The next meeting will be held** | | | | 24/Auguest/2020 9:00 – 10:30 am NTU North Spine |
| **This minutes have been agreed by all attendees** | | | |  |