**Meeting Minutes**

| **Subject** | | | | |
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| Foodie – Quality Plan and System Requirements meeting | | | | |
| **Date, Time (duration) and Venue** | | | | |
| ·         31/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** | | | | Yes |
| **Progress Updates** | | | | |
| **Task** | **Problem/Issue/Progress** | **Solution/Action** | | **Taken by & deadline** |
| Assign the quality plan | Progress | The quality plan is assigned to the QA Engineer and QA Manager, which are Renice and Junyi in our team | | Taken by Renice (QA Engineer) and Jun Yi (QA Manager)  The discussion is finished on-site and the deadline for this task is **14th Sep 2020** |
| Assign the system requirements specifications | Progress | The quality plan is assigned to all the team members in the group  -Si Meng: Problem Statement, Overview, Deployment Requirements  - Yu Hao: Investigations and Analysis Methodology, Constrains  - Ma Xiao: Operational Requirements, Functional Requirements  - Renice: Input Requirements, Process Requirements, Output Requirements  - Jun Yi: Hardware Requirements, Software Requirements | | Taken by all the group members  The discussion is finished on-site and the deadline for this task is **14th Sep 2020** |
| **The next meeting will be held** | | | | 14/September/2020 9:00 – 10:30 am NTU North Spine |
| **This minutes have been agreed by all attendees** | | | |  |