**Meeting Minutes**

| **Subject** | | | | |
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| Foodie – Quality Plan and System Requirements meeting | | | | |
| **Date, Time (duration) and Venue** | | | | |
| ·         14/September/2020 9:00 – 10:30 am  ·         NTU North Spine outdoor bench | | | | |
| **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** |
| Discuss the issues of the quality plan. | Issues | The quality plan has been finished by the QA Engineer and QA Manager, which are Renice and Junyi in our team.  Han Si Meng, He Yu Hao, and Ma Xiao worked together to review the quality plan | | Taken by all the group members |
| Start learning the technology stacks of the system to develop | Progress | The team has decided to use Flutter and Firebase to develop mobile applications.  Frontend developers: Han Si Meng, Renice, and Ma Xiao will learn how to use flutter to create a sample app.  Backend developers: He Yuhao and Yeoh Jun Yi will come up with a database design of the system and familiarize themselves with the Firebase. | | Taken by all the group members  The learning may take more than 2 weeks so by 28th Sep, all team members should be familiar with the technology stack of the system.  Deadline: **28th Sep 2020** |
| **The next meeting will be held** | | | | 5/October/2020 9:00 – 10:30 am NTU North Spine |
| **This minutes have been agreed by all attendees** | | | |  |