**Meeting Minutes**

| **Subject** | | | | |
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| Foodie – Project Plan and Risk Management meeting | | | | |
| **Date, Time (duration) and Venue** | | | | |
| ·         5/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** |
| Discuss the issues of the risk management document | Progress | The risk management plan will be 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 will review the risk management document next week | | Taken by all the group members  Deadline: **12th Oct 2020** |
| Divide the work of the application development | Progress | He Yu Hao will develop the data models and develop the connection interface between the application and the Firebase.  Han Si Meng will develop the client application.  Ma Xiao will develop the deliveryman application  Yeoh Jun Yi and Loh Yi Xuan Renice will develop the vendor application | | Taken by all the group members  After all the team members have studied the flutter tech stack, all the team members should finish a prototype within 2 weeks  Deadline: **19th Oct 2020** |
| **The next meeting will be held** | | | | 12/October/2020 9:00 – 10:30 am NTU North Spine |
| **This minutes have been agreed by all attendees** | | | |  |