**Meeting Minutes**

| **Subject** | | | | |
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| Foodie – Project Plan and Risk Management meeting | | | | |
| **Date, Time (duration) and Venue** | | | | |
| ·         12/October/2020 9:00 – 10:30 am  ·         NTU The Arc, PDR+10 | | | | |
| **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 risk management documentation | Progress | The risk management document 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  Deadline: **12th Oct 2020** |
| Write the project plan | Progress | The project plan will mainly be taken by the project manager, which is Ma Xiao in our team.  He Yu Hao, Han Si Meng, Yeoh Jun Yi, and Loh Yi Xuan Renice will help with specific sections at their own expertise | | Taken by all the group members  Deadline: **18th Oct 2020** |
| Review the development of | Progress | All the team members have started developing the application as the work divided into each member last week.  This week’s meeting reviews the progress of the development and troubleshooting. | | 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.  One week has passed, and have the other week remaining  Deadline: **19th Oct 2020** |
| **The next meeting will be held** | | | | 19/October/2020 9:00 – 10:30 am NTU North Spine |
| **This minutes have been agreed by all attendees** | | | |  |