Meeting Minutes

Subject
Wanderers – Second Team Meeting (Post-Lab) for Lab 1 discussions

Date, Time (duration) and Venue
• 28/Jan/2025 8:00 – 9:00 pm   • Zoom

Attendees	Non-Attendees
• Albert • Hazim • Isaac • J'sen • Seo Jin • Raghav • Miko	N/A

Chaired by	Seo Jin
Last meeting minutes have been reviewed	<mark>Yes</mark>/No

Progress Updates

Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
1.	Re-defined team members responsibility	Assigned the following roles: BE: Hazim, Albert FE: Jsen, Miko Project Manager: Seo Jin Release + QA: Isaac, Raghav	N/A
2.	Decided on a project idea	Voted and chose out of 6 ideas to settle on a collaborative travel itinerary planning application with frontend and backend component with following planned features:	N/A

		1. Authentication 2. Create, read, update and delete itineraries 3. Create, read, update and delete events	
3.	Allocation of use case description	1. Seo Jin – Register, Login User 2. Raghav – Forget Password, Email Confirmation 3. Hazim – Edit Profile, Create Itinerary 4. J'sen - Access, Edit Itinerary 5. Albert – Delete Itinerary, Create Activity/Event 6. Isaac – Access/Edit Activity/Event 7. Miko – Delete Activity/Event	<to insert next meeting>
4.	Allocation of parts of project proposal parts to work on	1. Seo Jin – Executive Summary 2. Raghav – Statement of Problem 3. Hazim – Objectives 4. Technical Approach – J'sen and Albert 5. Project Management – Isaac and Miko	<to insert next meeting>
5.	Explanation of contribution guidelines and introduction to Git	Team to read docs found in repository, usage of git commands and familiarise themselves with JIRA boards terminologies (e.g Sprints, Epics, Tasks, User Stories)	N/A
6.	Creation of tickets and epics of tasks for Lab 1 and fill up backlog	Each person in the team to create tasks for their own tasks to familiarise	Team, no deadline.

		themselves with JIRA.	
The next meeting will be held			4 Feb 2025, Zoom
This minutes have been agreed by all attendees			

Task Allocation up to next Lab:

		Key	Summary	Status	Sprint	Assignee	Due date	Priority	Created	Updated	Reporter
▾		SCEL-25	Complete Lab 1 Deliverables	TO DO			Feb 6, 2025	=	Jan 28, 2025	Feb 4, 2025	Isaac Chun
	☑	SCEL-54	[Lab 1] Review Deliverables and upload to Git	IN REVIEW	Wanderers Sprint 1	Isaac Chun	Feb 6, 2025	⌃	Feb 4, 2025	Feb 5, 2025	Isaac Chun
	☑	SCEL-30	[Lab 1] Add needs of customers and target specifications in ...	DONE	Wanderers Sprint 1	Jsen Ong	Jan 29, 2025	⌃	Jan 31, 2025	Feb 4, 2025	Isaac Chun
	☑	SCEL-40	[Lab 1] Complete meeting minutes	DONE	Wanderers Sprint 1	Isaac Chun	Feb 1, 2025	⌃	Jan 31, 2025	Feb 4, 2025	Isaac Chun
	☑	SCEL-55	[Lab 1] Review project proposal	DONE	Wanderers Sprint 1	Isaac Chun	Jan 31, 2025	⌃	Feb 4, 2025	Feb 5, 2025	Isaac Chun
	☑	SCEL-27	[Lab 1] Add executive summary in project proposal	DONE	Wanderers Sprint 1	Kim Seo Jin	Jan 29, 2025	⌃	Jan 31, 2025	Feb 5, 2025	Isaac Chun
	☑	SCEL-26	[Lab 1] Add deliverables and budget in project proposal	DONE	Wanderers Sprint 1	Isaac Chun	Jan 29, 2025	⌃	Jan 28, 2025	Feb 5, 2025	Isaac Chun
	☑	SCEL-51	[Lab 1] Complete backlog excel file	DONE	Wanderers Sprint 1	Jsen Ong	Feb 2, 2025	⌃	Feb 4, 2025	Feb 5, 2025	Isaac Chun
	☑	SCEL-28	[Lab 1] Add problem statement section in project proposal	DONE	Wanderers Sprint 1	Raghav Rajendran N...	Jan 29, 2025	⌃	Jan 31, 2025	Feb 5, 2025	Isaac Chun
	☑	SCEL-29	[Lab 1] Add objectives section in project proposal	DONE	Wanderers Sprint 1	Hazim Khoiruddin	Jan 29, 2025	⌃	Jan 31, 2025	Feb 5, 2025	Isaac Chun
	☑	SCEL-31	[Lab 1] Add technological considerations and system archite...	DONE	Wanderers Sprint 1	Albert Yu	Jan 29, 2025	⌃	Jan 31, 2025	Feb 5, 2025	Isaac Chun
	☑	SCEL-32	[Lab 1] Add communication and coordinate with sponsor, te...	DONE	Wanderers Sprint 1	P1935404	Jan 29, 2025	⌃	Jan 31, 2025	Feb 5, 2025	Isaac Chun
	☑	SCEL-50	[Lab 1] Complete use case model	DONE	Wanderers Sprint 1	Isaac Chun	Jan 31, 2025	⌃	Feb 4, 2025	Feb 5, 2025	Isaac Chun
	☑	SCEL-38	[Lab 1] Complete use case description for access and edit act...	DONE	Wanderers Sprint 1	Isaac Chun	Jan 29, 2025	⌃	Jan 31, 2025	Feb 5, 2025	Isaac Chun
	☑	SCEL-33	[Lab 1] Complete use case descriptions for registering and lo...	DONE	Wanderers Sprint 1	Kim Seo Jin	Jan 29, 2025	⌃	Jan 31, 2025	Feb 5, 2025	Isaac Chun
	☑	SCEL-39	[Lab 1] Complete use case description for delete activity/event	DONE	Wanderers Sprint 1	P1935404	Jan 29, 2025	⌃	Jan 31, 2025	Feb 5, 2025	Isaac Chun
	☑	SCEL-35	[Lab 1] Complete use case descriptions for edit profile and cr...	DONE	Wanderers Sprint 1	Hazim Khoiruddin	Jan 29, 2025	⌃	Jan 31, 2025	Feb 5, 2025	Isaac Chun
	☑	SCEL-36	[Lab 1] Complete use case descriptions for access and edit iti...	DONE	Wanderers Sprint 1	Jsen Ong	Jan 29, 2025	⌃	Jan 31, 2025	Feb 5, 2025	Isaac Chun
	☑	SCEL-37	[Lab 1] Complete use case descriptions for delete itinerary an...	DONE	Wanderers Sprint 1	Albert Yu	Jan 29, 2025	⌃	Jan 31, 2025	Feb 5, 2025	Isaac Chun
	☑	SCEL-34	[Lab 1] Complete use case descriptions for forget password a...	DONE	Wanderers Sprint 1	Raghav Rajendran N...	Jan 29, 2025	⌃	Jan 31, 2025	Feb 5, 2025	Isaac Chun
	☑	SCEL-52	[Lab 1] Complete use case description for logout	DONE	Wanderers Sprint 1	P1935404	Jan 29, 2025	⌃	Feb 4, 2025	Feb 5, 2025	P1935404
	☑	SCEL-53	[Lab 1] Complete use case description for Sending Message	DONE	Wanderers Sprint 1	P1935404	Jan 29, 2025	⌃	Feb 4, 2025	Feb 5, 2025	P1935404