Meeting Minutes

Subject
Wanderers – Team Meeting (Post-Lab) for Lab 3 discussions

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

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

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.	Went through uncertainties Project Plan Draft 1	**Development Team:** Review the document for technical accuracy and feasibility. **Documentation Team:** Make necessary corrections and ensure clarity in documentation.	12 Mar 2025
2.	Risk Management Document Review	The team examined Risk Management Document V1 to ensure all potential project risks were identified and addressed. Confirmed that risk mitigation strategies were clearly defined and actionable.	12 Mar 2025

3.	Development & Documentation Team Sync	Conducted a full walkthrough of the application core features, covering the following: - Create account - Sign In - Sign Out - Itinerary CRUD operations - Activity CRUD operations - Chatroom feature - Invite friends to edit itinerary - Edit profile - Change password Verified that the system flows were intuitive and aligned with expected user experience.	-
4.	Functional Alignment & Issue Resolution	After the team sync up, the team identified gaps between implemented functionalities and functional requirements stated in the Software Requirements Specification (SRS) and Use case documentation. Created tickets for required fixes and improvements in Jira to address the potential issues.	-
The next meeting will be held			13 March 2025, Lab 4
This minutes have been agreed by all attendees			

Task list snapshot at time of this meeting minutes: (more details in Backlog excel file)

Board — Part 1

TO DO 5	IN PROGRESS 1	IN REVIEW 15	DONE 26 ✓	WON'T DO ✓
Review 1st Draft of Risk Management Plan Document — COMPLETE LAB 3 DELIVERABLES — 📅 04 Mar 2025 — ☑ SCEL-134	[Lab 3] Project Estimates --> Project Plan Document — COMPLETE LAB 3 DELIVERABLES — ☑ SCEL-127 4	[Lab 3] Product Checklist --> Project Plan Document — COMPLETE LAB 3 DELIVERABLES — ☑ SCEL-128 1	[FE] Edit activities on an itinerary — 📅 08 Mar 2025 — ☑ SCEL-79	
Review 1st Draft of Project Plan Document — COMPLETE LAB 3 DELIVERABLES — 📅 04 Mar 2025 — ☑ SCEL-133		[Lab 3] Schedule --> Project Plan Document — COMPLETE LAB 3 DELIVERABLES — ☑ SCEL-126 3	[FE] Implement API Calling for Itinerary data — COMPLETE LAB 3 DELIVERABLES — ☑ SCEL-116 5	
[FE] Implement Expense Calculation and Splitting — ☑ SCEL-158		[Lab 3] Best Practice Checklist --> Project Plan Document — COMPLETE LAB 3 DELIVERABLES — ☑ SCEL-129 1	[FE] Setup confirm account, forget password & reset password views — COMPLETE LAB 3 DELIVERABLES — ☑ SCEL-136 0.5	
[FE] Itinerary add new collaborator — ☑ SCEL-160		[Lab 3] Complete In-Lab Meeting Minutes — COMPLETE LAB 3 DELIVERABLES — 📅 20 Feb 2025 — ☑ SCEL-120 1	[BE] Improve Google Places API response fields to include additional data — COMPLETE INITIAL MAIN USER FLOW — 📅 23 Feb 2025 — ☑ SCEL-138 0.5	
[FE] Update Activity if user is owner or collaborator — ☑ SCEL-161		[FE] Add a time feature for Activity — COMPLETE INITIAL MAIN USER FLOW — 📅 12 Mar 2025 — ☑ SCEL-157 1	[BE] Setup confirm account, forget password & reset password routes, controller — COMPLETE LAB 3 DELIVERABLES — ☑ SCEL-137 0.5	
+ Create issue		[FE] Implement Activity Sequence Feature — COMPLETE INITIAL MAIN USER FLOW — 📅 12 Mar 2025 — ☑ SCEL-156 0.5	[FE] Implement creation of activity modal — COMPLETE INITIAL MAIN USER FLOW — 📅 26 Feb 2025 — ☑ SCEL-139 2	
		[Lab 3] Risk Assessment Document --> 1st Half — COMPLETE LAB 3 DELIVERABLES — ☑ SCEL-121 3	[FE] Create a toast for all CRUD operations — COMPLETE INITIAL MAIN USER FLOW — 📅 08 Mar 2025 — ☑ SCEL-140 2	
		[Lab 3] Risk Management --> Project Plan Document — COMPLETE LAB 3 DELIVERABLES — ☑ SCEL-130 1	[FE] Add autocomplete list in itinerary and create itinerary page	

Board — Part 2 (scrolled)

TO DO 5	IN PROGRESS 1	IN REVIEW 15	DONE 26 ✓	WON'T DO ✓
		📅 12 Mar 2025 — ☑ SCEL-156 0.5	activity modal — COMPLETE INITIAL MAIN USER FLOW — 📅 26 Feb 2025 — ☑ SCEL-139 2	
		[Lab 3] Risk Assessment Document --> 1st Half — COMPLETE LAB 3 DELIVERABLES — ☑ SCEL-121 3	[FE] Create a toast for all CRUD operations — COMPLETE INITIAL MAIN USER FLOW — 📅 08 Mar 2025 — ☑ SCEL-140 2	
		[Lab 3] Risk Management --> Project Plan Document — COMPLETE LAB 3 DELIVERABLES — ☑ SCEL-130 1	[FE] Add autocomplete list in itinerary and create itinerary page — COMPLETE INITIAL MAIN USER FLOW — 📅 08 Mar 2025 — ☑ SCEL-141 1	
		[Lab 3] Monitoring & Control --> Project Plan Document — COMPLETE LAB 3 DELIVERABLES — ☑ SCEL-132 1	Deploy express app on Render for server — COMPLETE INITIAL MAIN USER FLOW — 📅 20 Feb 2025 — ☑ SCEL-142 5	
		[Lab 3] Quality Assurance --> Project Plan Document — COMPLETE LAB 3 DELIVERABLES — ☑ SCEL-131 1	[FE] Add additional functionalities to the itinerary page — COMPLETE INITIAL MAIN USER FLOW — 📅 08 Mar 2025 — ☑ SCEL-143 3	
		[Lab 3] Complete Post-Lab Meeting Minutes — COMPLETE LAB 3 DELIVERABLES — 📅 04 Mar 2025 — ☑ SCEL-135 1	[BE] Setup API for editing profile — COMPLETE INITIAL MAIN USER FLOW — 📅 26 Feb 2025 — ☑ SCEL-144 1	
		[Lab 3] Risk Assessment Document --> 2nd Half — COMPLETE LAB 3 DELIVERABLES — ☑ SCEL-122 3	[FE] Setup Account Settings view — COMPLETE INITIAL MAIN USER FLOW — 📅 27 Feb 2025 — ☑ SCEL-145 1	
		[Lab 3] Introduction --> Project Plan Document — COMPLETE LAB 3 DELIVERABLES — ☑ SCEL-123 1	[BE] Setup Itinerary Chat API and SocketIo Server	
		[Lab 3] Process Definition --> Project Plan Document — COMPLETE LAB 3 DELIVERABLES — ☑ SCEL-125 1		

IN REVIEW

Document --> 2nd Half
`COMPLETE LAB 3 DELIVERABLES`
☑ SCEL-122 · 3 · = · KJ

[Lab 3] Introduction --> Project Plan Document
`COMPLETE LAB 3 DELIVERABLES`
☑ SCEL-123 · 1 · = · RN

[Lab 3] Process Definition --> Project Plan Document
`COMPLETE LAB 3 DELIVERABLES`
☑ SCEL-125 · 1 · = · RN

[Lab 3] Project Organization --> Project Plan Document
`COMPLETE LAB 3 DELIVERABLES`
☑ SCEL-124 · 1 · = · RN

DONE

[BE] Setup API for editing profile
`COMPLETE INITIAL MAIN USER FLOW`
📅 26 Feb 2025
☑ SCEL-144 · 1 · 🔺 · HK

[FE] Setup Account Settings view
`COMPLETE INITIAL MAIN USER FLOW`
📅 27 Feb 2025
☑ SCEL-145 · ✓ · 1 · 🔺 · =

[BE] Setup Itinerary Chat API and SocketIo Server
`COMPLETE INITIAL MAIN USER FLOW`
📅 03 Mar 2025
☑ SCEL-146 · 2 · 🔺 · HK

[FE] Configure routes to backend to be from the environment
`COMPLETE INITIAL MAIN USER FLOW`
📅 23 Feb 2025
☑ SCEL-147 · 3 · 🔺 · ⌃ · IC

Add SonarQube for static code analysis in CI check
`CREATE CI/CD PIPELINE`
☑ SCEL-92 · ✓ · 1 · = · IC

[BE] Create GET Endpoint to Check Collaborator Existence Before Creating Itinerary
`COMPLETE INITIAL MAIN USER FLOW`
📅 26 Feb 2025
☑ SCEL-148 · ✓ · 0.25 · 🔺 · = · HK

[BE] Improve Google Places API response fields pt 2 and activity to return more fields
`COMPLETE INITIAL MAIN USER FLOW`
📅 26 Feb 2025
☑ SCEL-149 · ✓ · 0.5 · 🔺 · =

[BE] Refactor Itinerary Routes

DONE

[BE] Improve Google Places API response fields pt 2 and activity to return more fields
`COMPLETE INITIAL MAIN USER FLOW`
📅 26 Feb 2025
☑ SCEL-149 · ✓ · 0.5 · 🔺 · =

[BE] Refactor Itinerary Routes
`COMPLETE INITIAL MAIN USER FLOW`
📅 27 Feb 2025
☑ SCEL-150 · ✓ · 0.5 · 🔺 · HK

[FE] Fix itinerary and activity features
`COMPLETE INITIAL MAIN USER FLOW`
📅 08 Mar 2025
☑ SCEL-152 · ✓ · 2 · 🔺 · = · P

[BE] Fix getitineraryById   · · ·
`COMPLETE INITIAL MAIN USER FLOW`
☼ SCEL-151 · 0.25 · 🔺 · HK

[FE] Integrate Itinerary Chat
`COMPLETE INITIAL MAIN USER FLOW`
📅 03 Mar 2025
☑ SCEL-153 · ✓ · 2 · = · HK

[FE] Update Chat box UI/UX
`COMPLETE INITIAL MAIN USER FLOW`
📅 06 Mar 2025
☑ SCEL-154 · ✓ · 0.5 · 🔺 · = · HK

Fix wrong backend url in frontend server
`COMPLETE INITIAL MAIN USER FLOW`
☼ SCEL-155 · ✓ · 1 · 🔺 · = · IC

[BE] Update Password Validation
☼ SCEL-159 · ✓ · 🔺 · =

[BE] Add Google places