

Meeting Minutes

Subject			
Weekly Group Meeting (Week 2)			
Date, Time (duration) and Venue			
22/1/2021 Zoom			
Attendees		Non-Attendees	
Kenny, Wilson, Hou Jing, Irsyad, Zeyu			
Chaired by Kenny Voo			
Last meeting minutes have been reviewed			Yes/No
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline

Task1	Delegation of roles	Project Manager - Kenny Lead Developer - Wilson Front End - Irsyad, Hou Jing Back End - Zeyu QA Manager - Kenny QA Engineer - Wilson Release Engineer - Hou Jing	22/1/21
Task 2	Decide on the weekly group meeting	Friday 8 - 10 pm online. If we need to meet up physically, then it will be the same time as our lab	22/1/21
Task 3	Decide on the topic	Discussed 3 ideas. Finalized the idea by Sunday	24/1/21
Task 4	Delegation of tasks to do the report.	Team leader will delegate the task among members to complete the deliverables	24/1/21
Task 5	Proposal and use case model	Finish before the deadline which is the next meeting	29/1/21
The next meeting will be held on 29/1/21 (zoom)			Date, time & venue
This minutes have been agreed by all attendees			Signed by chair Kenny Voo