

Meeting Minutes

Subject			
Weekly Group Meeting (Week 4)			
Date, Time (duration) and Venue			
2/2/2021 10:30 am to 12:30 pm			
Attendees		Non-Attendees	
Kenny, Wilson, Hou Jing, Irsyad, Zeyu, Boon Shuan			
Chaired by		Kenny Voo	
Last meeting minutes have been reviewed		Yes	
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Task1	Plan for prototype development	Everyone will be doing task related to his roles and our team will start prototype asap	2/2/21

Task 2	Software hardware basic description, list of points on quality management	<p>Software – front end (react)</p> <p>Backend – firebase</p> <p>Middleware – tensorflow human detection</p> <p>Hardware – camera, cloud/workstation</p> <p><u>Quality management</u></p> <ul style="list-style-type: none"> - Everyone's Quality of work (must reach the agreed standard) (according to ISO 9000 standard?) - Work must be well documented - All work must be inspected by QA manager/engineer 	
Task 3	Delegation of tasks	<p>Wilson – SRS</p> <p>Boon – quality plan, quality management</p> <p>HJ, Irsyad – dialog map (by end of this week)</p> <p>ZY – ER diagram (by end of this week), start plan for database</p> <p>Kenny - set-up human detection and oversee the whole team</p>	<p>dialog map and er diagram by 6/2/21</p> <p>The rest by 11/2/21</p>
The next meeting will be held on			<p>09/02/21</p> <p>1030pm-1230 pm</p>

	Zoom
This minutes have been agreed by all attendees	Signed by chair: Kenny Voo