Meeting Minutes

Subject
Weekly Group Meeting (Week 6)

Date, Time (duration) and Venue
17/2/2021 Lab

Attendees	Non-Attendees
. Kenny, Wilson, Hou Jing, Irsyad, Zeyu, Boon	.

Chaired by Kenny Voo	
Last meeting minutes have been reviewed	<u>Yes</u>/No

Progress Updates

Task	Problem/Issue/ Progress	Solution/Action	Taken by & deadline
Task1	Progress Check	Front end – lowfi done - Dialog map done - Main structure 50% Backend - ER diagram done - Starting to code Human detection system 1st prototype done	17/2/21
Task 2	Discussion	List the possible risk 1. Underestimate the schedule 2. Overestimate the ability to finish the task 3. Teamwork and communication problem 4. Inexperience in certain task	17/2/21

		Elements of software estimation inputs -registration - make seat reservation - modify seat status output- generate report - alert librarian if any seat is hogged inquiries- View the availability of individual seats - login - view past booking information logical files -registration - make seat reservation - admin update seat status - detection system update seat status Interfaces -modify and update seat status to external database - detect and update seat status to external database	
Task 3	Delegation of task	Irsyad . Hou Jing - Continue developing frontend Zeyu - Start doing backend Boon - help out backend , risk management Wilson – help backend ,risk management Kenny- continue to improve human detection, oversee the whole team, project plan	7/3/21
The next meeting will be held zoom (25/2/2021)			Date, time & venue
This minutes have been agreed by all attendees			Signed by chair Kenny Voo