**Meeting Minutes**

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| **Subject** | | | | |
| Weekly Group Meeting (Week 1) | | | | |
| **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 |
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