**Meeting Minutes**

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| **Subject** | | | | |
| Weekly Group Meeting (Week 5) | | | | |
| **Date, Time (duration) and Venue** | | | | |
| 9/2/2021  Zoom | | | | |
| **Attendees** | | | **Non-Attendees** | |
| ·  Kenny, Wilson, Hou Jing,  Irsyad, Zeyu | | | ·  Boon | |
| **Chaired by Kenny Voo** | | | |  |
| **Last meeting minutes have been reviewed** | | | | Yes/No |
| **Progress Updates** | | | | |
| **Task** | **Problem/Issue/Progress** | **Solution/Action** | | **Taken by & deadline** |
| **Task1** | Progress Check | Front end – lowfi done   * Highfi in progress * Dialog map in progress   Backend - ER diagram done  SRS 70 % done  Human detection system in progress | | 9/2/21 |
| **Task 2** | Went through SRS | Add registration functionality after discussion.  Add Hogged Status | | 9/2/21 |
| Task 2 | Delegation of task | Irsyad . Hou Jing   * Continue High-FI and dialog map   Zeyu  - Start learning Firebase   * Setup a simple firebase   Boon - Continue to work on quality plan  Wilson - Continue to work on the SRS  Kenny - continue to set-up human detection and oversee the whole team | | 13/2/21 |
| **The next meeting will be held**  Lab session (16/2/2021) | | | | Date, time & venue |
| **This minutes have been agreed by all attendees** | | | | Signed by chair  Kenny Voo |