**Meeting Minutes**

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| **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 | Software – front end (react)  Backend – firebase  Middleware – tensorflow human detection  Hardware – camera, cloud/workstation  Quality management  - 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  database and the UI will be the main focus of this project | |  |
| Task 3 | Delegation of tasks | Wilson – SRS  Boon – quality plan, quality management  HJ, Irsyad – dialog map (by end of this week)  ZY – ER diagram (by end of this week), start plan for database  Kenny - set-up human detection and oversee the whole team | | dialog map and er diagram by 6/2/21  The rest by 11/2/21 |
| **The next meeting will be held on** | | | | 09/02/21  1030pm-1230pm  Zoom |
| **This minutes have been agreed by all attendees** | | | | Signed by chair:  Kenny Voo |
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