**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** | | | | Yes/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   Elements of software estimation   * Not sure. Waiting for TA replies | | 17/2/21 |
| Task 2 | 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 |