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**CSIT314 Meeting Minutes 4**

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| **Date:** 5 May 2022 | **Time:** 11PM-1.30AM | **Venue:** Zoom |
| **Attendance** | | |
| **Name** | **Student Number** | **Present/Not Present** |
| Chong Hui Wen | 7311436 | Present |
| Lee Yu Xian | 7233164 | Present |
| Kaycee Tan Wan Ching | 7311540 | Present |
| Li Jin | 6650181 | Present |
| Kendrick Kee | 7366814 | Present |
| Bryan Choo | 7060452 | Present |
| Soh Wei Liang | 7083294 | Present |

**Agenda:**

The Team will decide/review on the following:

1. Using agile scrum, review progress so far
2. Discuss the difficulties and challenges as a whole so far and how can we improve for sprint 4 and 5
3. Look at the BCE Class and Sequence Diagram

**Progress Report:**

1. Report is 90% done, team will focus on UI and mid/back end.
   1. Team is left with 3 key functions, target to finish by 16th May
   2. Team will combine and test as an integrated application on 16th May
   3. Team will focus on report afterwards
2. Team has completed test cases for a few of the functions that are working
3. Team will focus on the important functions during sprint 3 and sprint 4

**Discussion Summaries:**

1. Team will continue to work on front/back end.
2. Team to target finishing the project by Mid May
3. To update Taiga

**Agenda for next meeting​​**

1. Review Sprint 3 and start on Sprint 4

**Recorded by:** Chong Hui Wen **Date:** 1 May 2022

**Vetted by:** Kendrick Kee **Date:** 1 May 2022