Meeting Minutes – 06

Meeting Information

Objective:	Update the supervisor on Sprint 1 progress and discuss about Sprint 2 time plan and task delegation		
Date:	11/11/2020	**Location:**	Microsoft Teams
Time:	3:30 PM	**Meeting Type:**	Official Meeting
Chairperson:	Gilbert Valentino	**Secretary:**	Yoong Joo Khor
Submitted by:	Yoong Joo Khor		
Attendees:	Yoong Joo Khor Yao Chong Foo Rahul Sharma Yuddhishthir-Gopaul Syed Ahmad Azhad Bin Ahmad Rosehaizat Dr. Radu Muschevici Sharfa Dhamin Gilbert Valentino		

Agenda Items

		Presenter
1	Update the supervisor on the progress of Beam Admin Website	Yoong Joo
2	Update the supervisor on how the tasks are split among members and the allocated time to complete them	Azhad
3	Inform the supervisor of product backlog of Sprint 2	Azhad
4	Show how data is stored in Firebase Realtime Database	Yoong Joo

Decisions

1	Next meeting should be held two weeks later after the BLE-related items in product backlog are cleared
2	Allow Dr Radu to check the interim group report before submission
3	Explain clearly how data is accessed and associated in the Firebase Realtime Database in the report

New Action Items

		Responsible
1	Continue working on the product backlog of Sprint 2	All Members
2	Improve the UI of the admin website	Yoong Joo
3	Improve the structure of the database and method of data entry	Yoong Joo

Produced by:

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(Khor Yoong Joo)   Date: 11/11/2020

Approved by:

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(Dr. Radu Muschevici)   Date: 8/12/2020