

# Meeting Minutes

Subject			
Allocate project roles, discuss project ideas and web application specifics, discuss about deliverables for lab 2			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"><li>· 24/01/2022 1430 - 1700</li><li>· SWLAB3</li></ul>			
Attendees	Non-Attendees		
<ul style="list-style-type: none"><li>· Jovan Huang Tian Chun, Royce Ang Jia Jie, Zhu Weiji, Manav Arora, Clarence Hong Shi Man</li></ul>	<ul style="list-style-type: none"><li>· Tan Hui Zhan</li></ul>		
Chaired by	Royce Ang Jia Jie		
Last meeting minutes have been reviewed	NIL		
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
1	Assign roles	<p>Project Manager – Manav Arora</p> <p>QA Manager – Jovan Huang Tian Chun</p> <p>QA Engineer – Tan Hui Zhan</p> <p>Lead developer – Royce Ang Jia Jie</p> <p>Front-end developer – Zhu Weiji</p> <p>Back-end developer – Royce Ang Jia Jie</p>	-

		Release engineer/manager – Clarence Hong Shi Man	
2	Project idea	<p>Student Connector Web App –</p> <p>Users will fill up some information by answering a few questions and based on their inputs; the web app will provide a recommendation on a new group of people for them to connect with</p> <p>Users will also need to create their own profile and login in order to use the webapp.</p>	All, 24/01/22
3	Directions on the features for the web application	Discuss with the team on the features, technology to be used, front-end and back-end work to be done	All, 24/01/22
4	Deliverables to be done by lab 2	<p>Start drafting out Project Proposal and Use Case Model</p> <p>Fill in backlog and update every meeting</p>	All, 04/02/22  Jovan, 06/02/22
<b>The next meeting will be held</b>			4 February 2022, 2100, Zoom/Discord
<b>This minutes have been agreed by all attendees</b>			YES