Meeting Minutes

Subject
Update on deliverables and prototype progress

Date, Time (duration) and Venue
· 14/03/2022 1430-1630   · Online Zoom Meeting

Attendees	Non-Attendees
· Jovan Huang Tian Chun, Royce Ang Jia Jie, Zhu Weiji, Manav Arora, Tan Hui Zhan	· Clarence Hong Shi Man (COVID-19)

Chaired by	Jovan Huang Tian Chun
Last meeting minutes have been reviewed	<u>Yes</u>/No

Progress Updates

Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
1	Progress of frontend	Continue to refine the UI. (logo, matched history and personal information)	Royce, Hui Zhan, Weiji, 23/03/22
2	Fix backend bugs	Changed user registration saving of display picture url in frontend to use different API endpoint Changed frontend to use POST request instead of GET request	Weiji, 14/03/22

3	Complete Design report on software maintainability	Analyse and research on the software maintainability aspect of our project	Jovan Huang Tian Chun, 23/03/22
4	Complete Configuration Management Plan	Analyse and research on the configuration management aspect of our project	Jovan Huang Tian Chun, 23/03/22
5	Complete Change management plan	Analyse and research on the change management aspect of our project	Manav, 23/03/22
6	Complete Release plan	Analyse and research on the release aspect of our project	All, 23/03/22
8	Complete Backlog	Plan for required tasks that need to be done by next lab	Jovan, 23/03/22
9	Plan for presentation	Decide on the order of content for the presentation demo.	All, 14/03/22
The next meeting will be held			23 March 2022, 2000, Zoom
This minutes have been agreed by all attendees			YES