

Meeting Minutes

Subject			
Update on deliverables and prototype progress			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> · 16/02/2022 2015 – 2125 · Online Zoom Meeting 			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> · Jovan Huang Tian Chun, Royce Ang Jia Jie, Zhu Weiji, Manav Arora, Clarence Hong Shi Man, Tan Hui Zhan 		<ul style="list-style-type: none"> · 	
Chaired by		Tan Hui Zhan	
Last meeting minutes have been reviewed		<u>Yes/No</u>	
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
1	Progress of frontend	<p>Redux integration completed</p> <p>Full integration of API not done due to lack of time, deadline extended</p>	<p>Royce, 16/02/22</p> <p>Royce, 21/02/22</p>
2	Progress of backend	Backend mostly completed, waiting for frontend to integrate	Weiji, 21/02/22
3	Quality Plan	Quality Plan completed, to be double checked by everyone	Everyone, 19/02/22
4	System Requirement Specification	SRS almost completed, few issues to resolve	Everyone, 17/02/22

		Checked by everyone before submission	Everyone, 19/02/22
5	Complete Backlog (Lab 2)	Plan for required tasks that need to be done by next lab	Everyone, 19/02/22
The next meeting will be held		21 February 2022, 1430, SWLAB3	
This minutes have been agreed by all attendees		YES	