

# 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	Project Manager – Manav Arora  QA Manager – Jovan Huang Tian Chun  QA Engineer – Tan Hui Zhan  Lead developer – Royce Ang Jia Jie  Front-end developer – Zhu Weiji  Back-end developer – Royce Ang Jia Jie	-

		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>	<p>All, 04/02/22</p> <p>Jovan, 06/02/22</p>
<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