Meeting Minutes

Subject
Update on deliverables (project proposal & use case model) and progress on prototype

Date, Time (duration) and Venue
· 04/02/2022 2030 – 2230 · Online Zoom Meeting

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

Chaired by	Zhu Weiji
Last meeting minutes have been reviewed	<u>Yes</u>/No

Progress Updates

Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
1	Project proposal progress	Complete personal qualifications and resume	All, 05/02/22
		Draw system architecture/platform diagram and description	Hui Zhan, 05/02/22
		Fill up budget and technology stack	All, 05/02/22
		Proof-read and check project proposal	All, 06/02/22
2	Use case model	Discuss briefly on flow of use case models	Everyone, 04/02/22
		Complete all use case models	Everyone, 05/02/22

4	Name of application	Discuss and finalise the name of the application - Friendstragram	Everyone, 04/02/22
5	Mock prototype	Discuss UI and general looks of the web application	Everyone, 04/02/22
		Discuss algorithm and structure of back-end	Everyone, 04/02/22
6	Lab 1 deliverables	Complete project proposal and use case models and upload it to wiki	Manav, 06/02/22
The next meeting will be held			7 February 2022, 1430, SWLAB3
This minutes have been agreed by all attendees			YES