

Meeting Minutes

Subject			
Update on deliverables and prototype progress			
Date, Time (duration) and Venue			
<div><div>·</div><div>16/02/2022 2015 – 2125</div></div> <div><div>·</div><div>Online Zoom Meeting</div></div>			
Attendees		Non-Attendees	
<div><div>·</div><div>Jovan Huang Tian Chun, Royce Ang Jia Jie, Zhu Weiji, Manav Arora, Clarence Hong Shi Man, Tan Hui Zhan</div></div> <div><div>·</div><div></div></div>			
Chaired by		Tan Hui Zhan	
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	Redux integration completed	Royce, 16/02/22
		Full integration of API not done due to lack of time, deadline extended	Royce, 21/02/22
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