Meeting Minutes

Subject
Discuss and allocate manpower for lab 2 deliverables

Date, Time (duration) and Venue
· 07/02/2022 1430 – 1630
· SWLAB3

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

Chaired by	Clarence Hong Shi Man
Last meeting minutes have been reviewed	<u>Yes</u>/No

Progress Updates

Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
1	Discuss lab 2 deliverables	SRS and quality plan to be done and uploaded to wiki by next lab Start on prototype to demonstrate main features	All, 21/02/2022 Dev team, 21/02/2022
2	Write the SRS	Analyse system requirements and start on SRS	All, 21/02/2022
3	Quality Plan	Come up with quality assurance plan and start on Quality Plan	All, 21/02/2022

4	Discussing detailed frontend flow	Draw frontend state diagram	Royce, 07/02/2022
		Compare state diagram with use case models, check for discrepancies	All, 07/02/2022
5	Discuss how frontend and backend API interacts	Check which frontend states interacts with backend API using state diagram	All, 07/02/2022
6	Come up with an algorithm that recommends potential new friends	Draw diagram to illustrate backend matching algorithm	All, 07/02/2022
		Implement explicit rating based recommendation system	Weiji, 21/02/2022
7	Refine use case models	Add more details to use case models after discussion	All, 07/02/2022
The next meeting will be held			16 February 2022, 2030, Online Zoom Meeting
This minutes have been agreed by all attendees			YES