

Meeting Minutes

Lab Group/Group Name: TEL1 | Mawsters

Datetime & Location

Date: 21 Mar 2024

Time: 1030 - 1100hrs


Location: Zoom

Attendees

- Zhu Yu Hao
- Kenneth Goh Jing Wei
- Ryu Hyunsun
- Nyan Maw Htun
- Cheong Yu Qing, Crystal
- Muhammad Sufyan Bin Mohd Jais
- Arun Ezekiel S/O Richard

Chaired by: NA

Progress Updates

Agendas: *actions from previous meeting*  MM 3

- ☒ ~~Progress updates~~
- ☒ ~~Demo slides preparation: Check through content~~

Last meeting minutes reviewed? Yes ▾

Task Board: [week 8 - 10](#)

Task	Problem/Issue/Progress	Solution/Action	Assignee & Deadline
Presentation Slides	Almost Complete	<ul style="list-style-type: none">- Add Final Touches- Add in individual contributions	Yuhao, Crystal

Web App Development	Almost Complete	<ul style="list-style-type: none"> - Logo not up yet - Some styling still needs to be done - Able to view specific created list - Able to share lists to others via link 	Yuhao, Crystal
APIs	Testing phase	<ul style="list-style-type: none"> - Completed all the API queries - Testing out all the different APIs - Using fastAPI to test out 	Hyunsun
Database	Almost Complete	<ul style="list-style-type: none"> - Modify schema - Ensure naming for keys matches frontend side - Migrate Thunderclient collections to Postman 	Hyunsun
Docs	In Progress	<p>To Do:</p> <ul style="list-style-type: none"> - Configuration Management Plan - Change Management Plan - Release Plan 	Maw, Sufyan, Arun, Kenneth

Conclusion

Actions

- Finalise Presentation Slides
- Finalise deliverables documents (docs team)
 - Configuration Management Plan
 - Change Management Plan
 - Release Plan
- Finalise styling for demo slides

Backlog Snapshot

Task Board: [week 8 - 10](#)

Next Meeting: 28 Mar 2024 10:30

Minutes-Taker: Arun, Sufyan

[Recording & Transcript](#)