

# Meeting Minutes

| Subject  |   |   |                             |
|--|---|---|-----------------------------|
| Discussion for Lab 2 Deliverables (SRS & QP)   |   |   |                             |
| Date, Time (duration) and Venue  |   |   |                             |
| <ul style="list-style-type: none"> <li>· 29 Sep 2021, 4.30pm - 6pm</li> <li>· Online Conference (Zoom)</li> </ul>  |   |   |                             |
| Attendees  |   | Non-Attendees   |                             |
| <ul style="list-style-type: none"> <li>· Mamuduri Paulani</li> <li>· Lee Yu Sheng Daniel</li> <li>· Ryan Tan Jinn En</li> <li>· Neo Yong Tai</li> <li>· Frankie Ye Htet Myat</li> <li>·</li> </ul> |   | <ul style="list-style-type: none"> <li>· Chen Xueyao</li> <li>· Kundu Koushani</li> </ul>   |                             |
| Chaired by   |   |   | Ryan                        |
| Last meeting minutes have been reviewed  |   |   | Yes                         |
| Progress Updates   |   |   |                             |
| Task   | Problem/Issue/<br>Progress  | Solution/Action   | Taken by &<br>deadline      |
| <b>Task Allocation</b>   | <ul style="list-style-type: none"> <li>• Split team members to work on Risk Management Plan, Prototype for application</li> </ul> | <ul style="list-style-type: none"> <li>• Risk Management Plan:               <ul style="list-style-type: none"> <li>○ Ryan - Backend</li> <li>○ Frankie- Frontend</li> <li>○ Xueyao - Backend</li> <li>○ Yong Tai - Frontend</li> <li>○ Koushani - Backend</li> <li>○ Daniel - Frontend</li> <li>○ Paulani- Backend</li> </ul> </li> <li>• Prototype:               <ul style="list-style-type: none"> <li>○ Ryan:</li> <li>○ Frankie:</li> <li>○ Xueyao:</li> <li>○ Yong Tai:</li> <li>○ Koushani:</li> <li>○ Daniel:</li> <li>○ Paulani:</li> </ul> </li> </ul> | All members<br><br>07/10/21 |
| <b>Risk management Discussion</b>  | <ul style="list-style-type: none"> <li>• Draft and refine the Risk Management Plan</li> </ul>                                     | <ul style="list-style-type: none"> <li>• Xue Yao, Ryan, Koushani and Paulani will draft and finish the RMP by next meeting.</li> </ul>  | 03/10/21                    |

|   |  |   |                              |
|---|--|---|------------------------------|
| <b>Prototype Frontend</b>                             | <ul style="list-style-type: none"> <li>Start developing application's frontend functionality</li> </ul>                | Frankie, Yong Tai, Daniel will start development on the application's frontend and share their findings during the next meeting.  | 07/10/21                     |
| <b>Prototype Backend</b>                              | <ul style="list-style-type: none"> <li>Start developing application's backend functionality</li> </ul>                 | Ryan, Paulani, Koushani and Xue Yao will start development on the application's backend and share their findings during the next meeting.   | 07/10/21                     |
| <b>Prototype Documentation</b>                        | <ul style="list-style-type: none"> <li>Document and create Slides for prototype functions and code segments</li> </ul> | <ul style="list-style-type: none"> <li>Whole team will gather to review both the frontend and backend processes and start writing out the final documentation and slides</li> </ul> | 09/10/21                     |
| <b>Fill in Backlog</b>                                | <ul style="list-style-type: none"> <li>Fill in backlog</li> </ul>  | <ul style="list-style-type: none"> <li>All members to fill in backlog</li> </ul>  | Whole team<br>10/09/21       |
| <b>Backlog and Meeting Minutes</b>                    | <ul style="list-style-type: none"> <li>Compile meeting minutes and backlog</li> </ul>                                  | <ul style="list-style-type: none"> <li>Check through minutes and backlog</li> </ul>   | Xue Yao and Ryan<br>04/10/21 |
| <b>Upload deliverables to Github and Wiki</b>         | <ul style="list-style-type: none"> <li>Lab 3 Deliverables</li> </ul>   | <ul style="list-style-type: none"> <li>Check through deliverables</li> <li>Submit deliverables</li> </ul>   | Whole Team<br>10/10/21       |
| <b>The next meeting will be held</b>                  |  |   | 4 Oct 21                     |
| <b>This minutes have been agreed by all attendees</b> |  |   | Ryan                         |