

Meeting Minutes

Subject			
Meeting to discuss Lab 2 Deliverables (SRS & QP)			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> 10 September 2021 4:00 – 7:00 pm Zoom 			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> Whole Team 		<ul style="list-style-type: none"> NIL 	
Chaired by			
Last meeting minutes have been reviewed			Yes/No
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
SRS Task Roles	<ul style="list-style-type: none"> Split team members to work on SRS 	<ul style="list-style-type: none"> SRS: : <ul style="list-style-type: none"> Ryan: 1-4.1 Frankie: 13 Xueyao:9 - 12 Yong Tai: 4.2, 7-8 Koushani: 4.2, 7-8 Daniel: 4.2, 7-8 Paulani: 5-6 	Entire Team 15/09/21
Figma Prototyping	<ul style="list-style-type: none"> Draft and Design Prototype images for SRS 	Frankie: Will design and share prototype images with team during next meeting Rest of Team: Perform research on potential UI layouts and functionalities for similar applications	Frankie Rest of Project Team 17/09/21

Backlog and Meeting Minutes	<ul style="list-style-type: none"> • Compile Bi-Weekly Meeting Minutes and Backlog 	-	Xue Yao and Ryan 17/09/21
Upload deliverables to Github and Wiki	<ul style="list-style-type: none"> • Lab 2 Deliverables 	<ul style="list-style-type: none"> • Check through deliverables • Submit deliverables 	Whole Team 17/09/21
The next meeting will be held			20 September 2021
This minutes have been agreed by all attendees			Ryan