Meeting Minutes

Subject
Finalization of Lab 1 Deliverables

Date, Time (duration) and Venue
· 28 Aug 2021 4.00pm - 7.00pm · Online conference (Zoom)

Attendees	Non-Attendees
· Kundu Koushani · Mamuduri Paulani · Lee Yu Sheng Daniel · Ryan Tan Jinn En · Neo Yong Tai · Frankie Ye Htet Myat · Chen Xueyao	· NIL

Chaired by	Ryan
Last meeting minutes have been reviewed	Yes

Progress Updates

Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Finalization of Project Objectives & Technicalities	● Project objectives ● Project functionalities ● Technology Considerations	● Finalized the requirements of our proposed web application. ● Finalized the functionalities that our proposed web application will have ● Decided on the languages, system architecture etc. that the project will take.	All members, by 28 Aug 2021 5.00pm
Task Allocation	● Allocate tasks to members	● **Contents and Executive Summary**: Ryan, Frankie ● **Statement of problem and objectives**: Paulani, Frankie ● **Technical Approach**: Yong Tai, Ryan, Xueyao ● **Project Management**: Ryan, Frankie, Yong Tai ● **Conclusion and references**: All members	All members, by 28 Aug 2021, 6.00pm

		Use case models and descriptions: Yong Tai, Koushani, Daniel **Meeting minutes**: Ryan, Xueyao	
Compiling Gathered Research	• Each member did their own research on their specific tasks, not everyone on the same page	• Organized and discussed the research outcome of each member to ensure that everyone is in the loop	All members, by 28 Aug 2021 7.00pm
Use Case Vetting and Finalization	• Preciseness and accuracy of use cases	• Checked and finalized use case models and descriptions	All members, by 5 Sep 2021, 5.00pm
Gantt Chart Planning and Finalization	• Project schedule	• Discussed and finalized project schedule	All members, by 5 Sep 2021, 5.00pm
Backlog Finalization	• Fill in backlog	• All members to complete backlog • Checked through backlog to ensure accuracy	All members, by 5 Sep 2021, 5.00pm
Git and Wiki Finalization	• Git materials • Wiki materials	• Check that all necessary materials have been uploaded	All members, by 5 Sep 2021, 5.00pm
The next meeting will be held			6 Sep 2021, 8.30 am - 10.30 am SWLAB3
This minutes have been agreed by all attendees			Ryan