

# Meeting Minutes

Subject			
Game – Routine Group Meeting			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> <li>10/September/2021 4:00 – 7:00 pm</li> <li>Meeting Room</li> </ul>			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> <li>Whole Team</li> </ul>		<ul style="list-style-type: none"> <li>NIL</li> </ul>	
Chaired by			
Last meeting minutes have been reviewed			Yes/No
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
<b>SRS Task Roles</b>	<ul style="list-style-type: none"> <li>Split team members to work on SRS</li> </ul>	<ul style="list-style-type: none"> <li>SRS: :               <ul style="list-style-type: none"> <li>Ryan: 1-4.1</li> <li>Frankie: 13</li> <li>Xueyao:9 - 12</li> <li>Yong Tai: 4.2, 7-8</li> <li>Koushani: 4.2, 7-8</li> <li>Daniel: 4.2, 7-8</li> <li>Paulani: 5-6</li> </ul> </li> </ul>	Entire Team 15/09/21
<b>Figma Prototyping</b>	<ul style="list-style-type: none"> <li>Draft and Design Prototype images for SRS</li> </ul>	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

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