

Meeting Minutes

Subject			
Agenda – Group and Project Formalisation			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> · 23 Aug 2021, 8:30 – 10:30 am · Meeting Room SWLAB3 			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> · Chen Xueyao · Kundu Koushani · Mamuduri Paulani · Lee Yu Sheng Daniel · Ryan Tan Jinn En · Neo Yong Tai 		<ul style="list-style-type: none"> · Frankie Ye Htet Myat 	
Chaired by			Ryan
Last meeting minutes have been reviewed			Not Applicable
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Group Formalisation	<ul style="list-style-type: none"> • Team Name • Team Roles 	<ul style="list-style-type: none"> • Team Name Syan • 7/7 Team Roles assigned <ul style="list-style-type: none"> o Backend Dev: Daniel o Frontend Dev: Paulini o Project Manager: Ryan o QA Engineer: Koushani o QA Manager: Xueyao o Release Engineer/ Manager: Frankie 	All members by 23 Aug 2021, 9.30AM

		o Lead Dev: Yong Tai	
Project Ideation	Project Brainstorming and Planning	Main Project Idea: Crop & Harvest Maintenance + Overseeing Software	All members by 23 Aug 2021, 10.30AM
Task Allocation	Project Proposal + Use case model + Backlog + Meeting Minutes	<u>Project Proposal:</u> Ryan Frankie Paulani Koushani Xue Yao <u>Use case model:</u> Daniel Yong Tai Paulani <u>Backlog:</u> Ryan Yong Tai Daniel Frankie <u>Meeting Minutes:</u> Xue Yao Ryan	All members by 23 Aug 2021, 10.30AM
The next meeting will be held			25 Aug, 6:30pm, Zoom
This minutes have been agreed by all attendees			Ryan