

Meeting Minutes

Subject			
Team Titans – Routine Group Meeting			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> 26/August/2021 (8:30 – 10:30am) Software Lab 3 			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> Aloysius Seow Jacob Law Zhen Jolene Tan Soh Qian Yi Samuel Lee Zeta Chua 			
Chaired by			Jolene
Last meeting minutes have been reviewed			Yes
Progress Updates			
Task	Problem/Issue/Progresses	Solution/Action	Taken by & deadline
Task1	Team name + Member roles	Project Manager: Jolene Lead Developer: Jacob Front-end Developer: Zeta Back-end Developer: Samuel QA Manager + QA Engineer: Aloysius Release Engineer/Manager: Qian Yi	26/8/2021 & 26/8/2021

Task2	Project Topic + Functions	Queuing at clinics Login + Signup Make Appointment View/Manage Queue	26/8/2021 & 26/8/2021
Task3	Project Proposal	Divided proposal into sections for individual members to complete after having a group discussion summarising pointers for each component	26/8/2021 & 31/9/2021
The next meeting will be held			9/9/2021, 8.30 – 10.30am, Software Lab 3
This minutes have been agreed by all attendees			Signed by Jolene