Meeting Minutes

Subject
Team Titans – Routine Group Meeting

Date, Time (duration) and Venue
· 9/September/2021 (8:30 – 10:30am)   · Software Lab 3

Attendees	Non-Attendees
• 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/Progress	Solution/Action	Taken by & deadline
Task1	Analysis Models - Use Case Diagram - Dialog Map - Data Flow - Class Diagram - System Architecture	Assigned 1 - 3 members for each diagram Other members to vet after initial version done	9/9/2021 & 22/9/2021
Task2	Documentations - SRS - Quality Plan	Initial group discussion to summarise pointers for each document	9/9/2021 & 23/9/2021

		Divided documents into sections for individual members to complete Other members to vet after initial version done	
Task3	UI Mockup	After discussion as a group, assigned to 2 members to do up on Figma Other members to vet after initial version done	9/9/2021 & 12/9/2021

Task4	Code Functions
	   - Database
	   - Login
	   - Queue
	   - Search
	   - Opening hours
		Assigned 1 - 3 members for each function
		
		To demonstrate & explain to other members after initial version done for testing, integration & debugging
			9/9/2021 & 19/9/2021

The next meeting will be held			7/10/2021, 8.30 – 10.30am, Software Lab 3
This minutes have been agreed by all attendees			Signed by Jolene