Meeting Minutes

Subject	
Team Titans – Routine Group Meeting	

Date, Time (duration) and Venue	
· 23/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	Documentations - Project Plan - Risk Management	Initial group discussion to summarise pointers for each document Assigned individual members for each section All members to vet after initial version done	23/9/2021 & 6/10/2021
Task2	Code Functions - Map - Symptoms - Notification	Assigned 1 - 3 members for each function	23/9/2021 & 30/9/2021

	- UI	To demonstrate & explain to other members after initial version done for testing, integration & debugging	
Task3	Demo Preparation - Function List - Flow	Team discussion on what functions to include UI mockup from Figma used as reference point for deciding how UI will flow	23/9/2021 & 2/10/2021
The next meeting will be held			14/10/2021, 8.30 – 10.30am, Software Lab 3
This minutes have been agreed by all attendees			Signed by Jolene