

Meeting Minutes

Subject			
Team Titans – Routine Group Meeting			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> 23/September/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	Documentations <ul style="list-style-type: none"> - 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 & /9/2021
Task2	Code Functions <ul style="list-style-type: none"> - Map - Symptoms - Notification 	Assigned 1 - 3 members for each function	23/9/2021 & /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 & /9/2021
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