**Meeting Minutes**

| **Subject** | | | | |
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| 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  Divided documents into sections for individual members to complete  Other members to vet after initial version done | | 9/9/2021 & 23/9/2021 |
| **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 |