

Meeting Minutes

Agile Software Project Management System

Meeting Information

Objectives

Meeting with Client to discuss about requirements

Date

5.9.2020

Time

9.00 a.m.

Location

Microsoft Team

Called By

Lee Jia Jun

Note Taker

Jason Goh

Timer Keeper

Ahmed Tarek

Attendees

1. Lee Jia Jun
 2. Jason Goh
 3. Ahmed Tarek
 4. Bong Siaw Zhen
 5. Br. Brian Loh
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Agenda Items

1. To discuss on the requirements that client needs for the Agile Project
 2. Plans to be proposed to the client for feedback before starting the projects
 3. To discuss on the color scheme and overall design of the website
 4. To discuss on using any frameworks on API
 5. To discuss on SRS and Project Plan
 6. To set the date for the next meeting with client
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Decisions

1. The client agreed on the path the team is choosing and the team can start to work on the project
 2. The color scheme and design will be based on the team preference, Dr. Brian does not have any specific requirements regarding the design. The team will stick to the color combination of red, black and white to keep it simple
 3. The team will be using Laravel framework and the APIs will be decided once more research is done
 4. SRS and Project Plan will be sent for signature before submission
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New Action Items

1. A new backlog item is added to the list before submitting the Project Plan
 2. Switch Project Manager
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Other Notes & Informations

1. The next meeting date will be around 4 weeks later. Exact meeting date to be confirmed again with client and all team members