**Template A: Minutes of Meeting**

**MINUTES OF PROJECT MEETING**

**Date** : 10 August 2021

**Time** : 12pm to 2:00pm

**Venue** : MS Team Meeting

**Present** : Bhareth Rex Loganathan, Lee Weiyang

**Minuted by** : Lee Weiyang

**Vetted by** : Bhareth Rex Loganathan

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|  | **Items Discussed** | **Action By** |
| **1.** | 1. project scope  2. project objectives  3. acceptance criteria  4. functional requirements  5. use cases  6. software and hardware specs  7. sitemap  8. database design  9. project plan – to be discussed further  10. prototypes  11. implementation schedule – to be discussed after project plan is finalized |  |
| **2.** | Report portions to be done:   1. Minutes – to be done weekly 2. Project plan 3. Project schedule – sprint planning and burn down chart 4. Future improvements 5. Consolidate parts into singular report 6. API documentation 7. Project architecture diagram |  |
| **3.** | Next meeting will be on 13th August 2021. |  |