

24 Sep 2025

Subject	Project Planning and Prototype Construction			
Date/Time	24 Sep 25, 2:30 p.m. - 3:30 p.m.		Venue	SWLAB3
Attendees		Non-attendees		
Athena Chloie Quang Chong Yao Nelly Anthony Zi Jian		N/A		
Chaired By			Zi Jian	
Previous Meeting Minutes Reviewed			Yes	
Progress Updates				
Task	Problem/Issue/Progress	Solution/Action	Taken By	Due Date
Project Plan	Need to start on project plan	Draft project plan including timelines, goals, etc.	QA Team	6 Oct 2025
	Need to define schedules (PM need to plan)	Prepare detailed schedule using gantt chart	Zi jian	6 Oct 2025
	Need to define project estimates	Use software estimation techniques	Developers	6 Oct 2025
	Optional: Keep burndown chart for project tasks	Create burndown chart (Expected VS Actual timeline)	Zi jian	6 Oct 2025
Risk Management Plan	Identify potential risks Prepare risk management strategies	Draft risk register and propose mitigation strategies Draft risk management plan	Zi Jian Chong Yao Anthony Chloie QA team	6 Oct 2025
Frontend	Give prototype	Give estimates for	Frontend	24 Sep 2025

Prototype	development estimations to PM	specific pages/features Put into project plan somewhere	Team	
	Implement features to show in prototype demo	Develop functional pages to consume APIs (Authentication, Service Listing, Bookings, Profile)	Frontend Team	12 Oct 2025
Backend Prototype	Give prototype development estimations to PM	Give estimates for groups of APIs Put into project plan somewhere	Backend Team	24 Sep 2025
	Implement APIs needed for prototype demo	Develop APIs to be used by pages (Authentication, Service Listing, Bookings, Profile, Rating)	Backend Team	12 Oct 2025
Backlog Update	Add/Update items on backlog based on current progress	Update backlog in JIRA and Google Sheets	Anthony	14 Oct 2025
Decisions Made				
<ul style="list-style-type: none"> Work on everything over recess week 				
Next Meeting	6 October 2025, 8pm @ Online			
Meeting Minutes Approval	Approved by Zi Jian, 3:15 p.m.			