

6 Oct 2025

Subject	Development Progress Review & Documentation Updates			
Date/Time	6 Oct 2025, 9:00 p.m. - 10:00 p.m.		Venue	Online
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
Frontend Development	Login and Onboarding pages completed. Profile, Booking, Service Listing page to be integrated with API	Finish integrating Profile, Booking, Service Listing pages with APIs	Frontend Team	12 Oct 2025
Backend Development	Authentication, Onboarding and Profile APIs completed. Pet, Service, Booking, Payment, Search APIs in progress	Complete Pet, Service, Booking, Payment APIs	Backend Team	10 Oct 2025
Risk Management Plan	Draft completed. Need to update with links and references. Need to finalize the risk register.	Complete Risk Register in Google Sheets and finalize links/appendix	Zi Jian Chong Yao Anthony Chloie QA team	12 Oct 2025
Project Plan	Draft completed. Need to finalize some details for section 5 project estimates and 6 product checklist	Finalize details for final draft before submission	QA Team Developers Zi jian	12 Oct 2025

	Discuss functions in the system for project estimates			
<b>Decisions Made</b>				
<ul style="list-style-type: none"> <li>• Risk Management Plan and Project Plant to be finalized before Lab 3 submission</li> <li>• Walkthrough application demo before next Lab</li> </ul>				
<b>Next Meeting</b>	15 October 2025, 2:30pm @ SWLAB3			
<b>Meeting Minutes Approval</b>	Approved by Zi Jian, 10:00 p.m.			