

2 September 2025

Subject	Mid-Lab Planning : Project Progress			
Date/Time	2 Sep 25, 8:00 p.m. - 9:45 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
Task Assignment Tracking Tool	Options: JIRA/Trello	JIRA	Anthony	2 Sep 25
Project Idea Scope	Confirming the idea of Pet services	Core Features: Login + Sign Up Profile Search Booking	Team	2 Sep 25
Wireframe	Design Web Application	To be designed in Figma	Quang Zi Jian	10 Sep 25
Frontend	Need to start implementing the front-end pages	Start on authentication feature	Chloie	10 Sep 25
Backend	Need to define database schema	Develop initial database structure and models for users, services, bookings	Chong Yao	10 Sep 25
Project Proposal	Need to finalize proposal for Lab 2	Finalize Project Proposal and submit	Nelly Athena	10 Sep 25

		before Lab 2	Chloie	
Use Case	Need to define use cases and actors	Complete Use Case Model and submit before Lab 2	Quang Zi Jian	10 Sep 25
Sprint planning	Organize tasks for the upcoming sprint and assign owners	Create sprint backlog and assign owners for tasks	Team	10 Sep 25
Decisions Made				
<ul style="list-style-type: none"> ● Backlog: Convert JIRA to Excel to be done by Anthony and Chong Yao 				
Next Meeting	10 September 2025, 2:30 p.m. - 4:30 p.m.			
Meeting Minutes Approval	Approved by Zi Jian, 2 Sep 25, 9:36 p.m.			