

19 Sep 2025

Subject	Review - Software Quality Management			
Date/Time	19 Sep 25, 8:00 p.m. - 9:20 p.m.		Venue	Online
Attendees		Non-attendees		
Athena Chloie Quang Chong Yao Nelly Anthony Zi Jian		N/A		
Chaired By			Nelly	
Previous Meeting Minutes Reviewed			Yes	
Progress Updates				
Task	Problem/Issue/Progress	Solution/Action	Taken By	Due Date
Quality Assurance Setup	QA setup discussed and approach decided	Define formal peer review and testing framework	Dev Team	13 Oct 2025
Quality Plan	Quality Plan completed, pending review by PM and QA Engineer	PM and QA Engineer to review and provide approval	Zi Jian Athena	21 Sep 2025
Prototype System Design	Design finalized for authentication only	Complete remaining design for service listing pages	Frontend Team	22 Sep 2025
System Requirement Specifications	Draft in progress	Complete remaining sections	Anthony Zi Jian	21 Sep 2025
Frontend Development	Features implement: <ul style="list-style-type: none"><li>- Login w E2E test</li><li>- Registration</li><li>- Pet Owner Onboarding (Need API)</li></ul>	Complete development of service listing pages  Give backend list of APIs needed	Frontend Team	22 Sep 2025
Backend	Features implemented:	Do the onboarding	Backend	22 Sep 2025

Development	<ul style="list-style-type: none"> <li>- Login</li> <li>- Register</li> <li>- Google Login</li> </ul>	API for pet owner/service provider <ul style="list-style-type: none"> <li>- /auth/register/pet-owner</li> <li>- /auth/register/service-provider</li> </ul>	Team	
<b>Decisions Made</b>				
<ul style="list-style-type: none"> <li>• Major deliverables (Quality Plan and SRS) must be finalized by 22 Sept 2025</li> <li>• Prototype scope remains unchanged</li> <li>• Weekly review meetings to continue</li> <li>• Once integration is completed, the Dev Team will proceed with the next two features: Search and Booking</li> </ul>				
<b>Next Meeting</b>	24 September 2025, 2:30pm @ SWLAB3			
<b>Meeting Minutes Approval</b>	Approved by Zi Jian 8:30pm			