

10 Sep 2025

Subject	Software Quality Management			
Date/Time	10 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			Athena	
Previous Meeting Minutes Reviewed			Yes	
Progress Updates				
Task	Problem/Issue/Progress	Solution/Action	Taken By	Due Date
Quality Assurance Setup	No formal QA processes yet for the project	Decide on QA process and defined testing methodologies	Dev Team	22 Sep 2025
Quality Plan	Quality Plan not started and no testing framework defined	Finish Quality Plan before next lab	QA Team	19 Sep 2025
Prototype System Design	Need to confirm exact features and requirements for the prototype	Finalize prototype design	Frontend Team	22 Sep 2025
System Requirement Specifications	Need to draft initial SRS	Refine functional requirements and use case models	Anthony Zi Jian	19 Sep 2025
Frontend Development	Minimal progress on developing frontend interface	Start implementing frontend pages based on wireframe	Frontend Team	22 Sep 2025
Backend Development	Authentication APIs not yet implemented	Set up authentication APIs to be consumed	Backend Team	22 Sep 2025

		by frontend pages and more		
Decisions Made				
<ul style="list-style-type: none"> • QA Process: ? <ul style="list-style-type: none"> ◦ Peer review and follow-up TBC • Prototype Features: Focus on login, dashboard/home and service listing • Frontend to use existing prototype code • Review meetings to be set every week 				
Next Meeting	19 September 2025, 8pm @ Online			
Meeting Minutes Approval	Approved by Zi Jian 3pm			