

Meeting Minutes

Subject			
Introduction			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> 27/Jan/2022 12:30 – 2:30 pm Meeting Room: SWLab3 			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> Lin Zixing Wong Jing Lin Fabian Chew Poshi Ryan Chia Hermes Lim Chee Zi Hoe Sheng Zhe 		NIL	
Chaired by Lin Zixing			
Last meeting minutes have been reviewed			N.A
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Task 1	Role Assignment	<ul style="list-style-type: none"> Lin Zixing was assigned Project Manager and Release Manager Fabian Wong was assigned Tech Lead/Release Manager Hermes and Zihoe assigned as QA Manager and Engineer respectively Ryan assigned as front-end developer Poshi and Zheng He assigned as back-end developers 	N.A
Task 2	Wiki: Team Information	<ul style="list-style-type: none"> Zixing to upload the team information onto the Wiki 	9th February 2022

Task 3	Wiki: Project Proposal	- Zihoe, Hermes and Zixing to upload the Project Proposal onto the Wiki	9 th February 2022
Task 4	Wiki: Use Case Model	- Fabian, Poshi, Zheng He and Ryan to upload Use Case Models onto the Wiki	9 th February 2022
Task 5	Wiki: Backlog	- Fabian to upload the backlog onto the Wiki	9 th February 2022
Task 6	Wiki: Meeting minutes	- Zixing to upload Meeting minutes onto the Wiki	9 th February 2022
The next meeting will be held			10 th February 2022 1300hrs SWLab3
This minutes have been agreed by all attendees			Signed by Lin Zixing