**Meeting Minutes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject** | | | | |
| Introduction | | | | |
| **Date, Time (duration) and Venue** | | | | |
| ·         27/Jan/2022  12:30 – 2:30 pm  ·         Meeting Room: SWLab3 | | | | |
| **Attendees** | | | **Non-Attendees** | |
| * 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 | * 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 | * 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 | | 9th February 2022 |
| **Task 4** | Wiki: Use Case Model | * Fabian, Poshi, Zheng He and Ryan to upload Use Case Models onto the Wiki | | 9th February 2022 |
| **Task 5** | Wiki: Backlog | * Fabian to upload the backlog onto the Wiki | | 9th February 2022 |
| **Task 6** | Wiki: Meeting minutes | * Zixing to upload Meeting minutes onto the Wiki | | 9th February 2022 |
| **The next meeting will be held** | | | | 10th February 2022  1300hrs  SWLab3 |
| **This minutes have been agreed by all attendees** | | | | Signed by Lin Zixing |