

Meeting Minutes

Subject			
Routine Meetings #10			
Date	Time		Venue
10 October 2021	1400 - 1430		Zoom
Attendees		Non-Attendees	
<ul style="list-style-type: none"> • Bian Hengwei • He Yinan • Jin Han • Lee Yu Jie Melvin • Renganathan Ramasamy • Sannabhadti Shipra Deepak 			
Chaired by			Bian Hengwei
Last meeting minutes have been reviewed			Yes
Progress Updates			
Task	Problem/Issue/ Progress	Solution/Action	Taken by & deadline
Meeting Minutes & Wiki		<ul style="list-style-type: none"> • Record details of this meeting. • Update the wiki 	Lee Yu Jie Melvin 9 October 2021
Prototype making	Completed.		Bian Hengwei, He Yinan, Jin Han, Sannabhadti Shipra Deepak, Renganathan Ramasamy Not Applicable
QA Testing (Prototype)	To do on the go every release stage.		Lee Yu Jie Melvin Not Applicable
Risk Management Plan & Project Plan	<ul style="list-style-type: none"> • Risk Management Plan done • Project plan not completed. 	<ul style="list-style-type: none"> • Jin Han - Introduction & Project Organization • Hengwei - Process Definition, 	Bian Hengwei, He Yinan, Jin Han, Lee Yu Jie Melvin, Sannabhadti Shipra Deepak, Renganathan

		Monitoring & Control <ul style="list-style-type: none"> • Shipra - Schedule • Yinan - Project Estimates • Rama - Product Checklist, Best Practice Checklist • Melvin - Risk Management, Quality Assurance 	Ramasamy 12 October 2021
The next meeting will be held			14 October 2021 0830 – 1030 SWLAB 3
This minutes have been agreed by all attendees			Bian Hengwei