

# Meeting Minutes

Subject			
Routine Meetings #13			
Date	Time		Venue
26 October 2021	1400 - 1430		Zoom
Attendees		Non-Attendees	
<ul style="list-style-type: none"> <li>• Bian Hengwei</li> <li>• He Yinan</li> <li>• Jin Han</li> <li>• Lee Yu Jie Melvin</li> <li>• Renganathan Ramasamy</li> <li>• Sannabhadti Shipra Deepak</li> </ul>			
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"> <li>• Record details of this meeting.</li> <li>• Update the wiki</li> </ul>	Lee Yu Jie Melvin 27 October 2021
Drawdiculous Prototype	Completed.		Bian Hengwei, He Yinan, Jin Han, Sannabhadti Shipra Deepak, Renganathan Ramasamy Not Applicable
CMMI 2.0	Not yet started	To do CMMI 2.0	Renganathan Ramasamy 29 October 2021
Plans & Report Formatting		To vett and clean up plans and reports.	Bian Hengwei, Lee Yu Jie Melvin 29 October 2021

<b>The next meeting will be held</b>	28 October 2021 0830 - 1030 Zoom
<b>This minutes have been agreed by all attendees</b>	Bian Hengwei