

# Meeting Minutes

Subject			
First group meeting			
Date	Time		Venue
26 August 2021	0830 – 1030		SWLAB 3
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			N/A
Progress Updates			
Task	Problem/Issue/ Progress	Solution/Action	Taken by & deadline
Meeting Minutes		Record details of this meeting.	Bian Hengwei 26 August 2021
Project Planning	Propose ideas of a new application regarding daily living.	The developer & software engineer agreed to come out with ideas by the next meeting.	Bian Hengwei, He Yinan, Jin Han, Sannabhadti Shipra Deepak 30 August 2021
The next meeting will be held			30 August 2021 1830 – 1930 Zoom
This minutes have been agreed by all attendees			Bian Hengwei