

# Meeting Minutes

Subject			
Routine Meetings #8			
Date	Time		Venue
30 September 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 2 October 2021
Prototype making	<ul style="list-style-type: none"> <li>• Backend of the app functionality is done.</li> <li>• Frontend of the app functionality is less than 20% completion.</li> <li>• Integration between backend and frontend not completed.</li> </ul>	<ul style="list-style-type: none"> <li>• Coding of the Drawdiculous prototype</li> <li>• Frontend had no issue in doing, just that the progress had been slowed down due to other projects.</li> <li>• Proposed integration on other time when front-end had complete</li> </ul>	Bian Hengwei, He Yinan, Jin Han, Sannabhadti Shipra Deepak, Renganathan Ramasamy 12 October 2021

		some coding and deliverable.	
Risk Management Plan & Project Plan		Task put on hold until the next meeting	Bian Hengwei Not applicable
<b>The next meeting will be held</b>			3 October 2021 1400 – 1430 Zoom
<b>This minutes have been agreed by all attendees</b>			Bian Hengwei