

Meeting Minutes

Subject			
Routine Meetings #7			
Date	Time		Venue
23 September 2021	0830 - 1030		SWLAB 3
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 29 September 2021
Prototype making		Coding of the Drawdiculous prototype	Bian Hengwei, He Yinan, Jin Han, Sannabhadti Shipra Deepak, Renganathan Ramasamy 12 October 2021
The next meeting will be held			30 September 2021 1400 – 1430 Zoom
This minutes have been agreed by all attendees			Bian Hengwei