

# Meeting Minutes

Subject			
Routine Meetings #3			
Date	Time		Venue
7 September 2021	2230 - 0000		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		Record details of this meeting.	Lee Yu Jie Melvin 8 September 2021
Project Proposal	<ul style="list-style-type: none"> <li>• A lot of duplicate stuff.</li> <li>• Report draft is ready.</li> </ul>	Revisit and make final amendment to the draft.	He Yinan, Jin Han, Sannabhadti Shipra Deepak 8 September 2021
Upload and convert wiki pages to documents	Done some of the resume.	To continue with the rest as soon as the documents are ready.	Lee Yu Jie Melvin 9 September 2021
The next meeting will be held			9 September 2021 0830 – 1030 SWLAB3
This minutes have been agreed by all attendees			Bian Hengwei