

Meeting Minutes

Subject			
Sixth Group Meeting			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> 25 September 2021 4:30 – 6:30 pm Online (over Telegram) 			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> Yong Wen Shiuan Tang Kai Wen, Alvin Gupta Suhana Bankata Mishra Spriha 		<ul style="list-style-type: none"> Heng Fuwei Esmond Heng Chor Chen, Sabrina 	
Chaired by			Tang Kai Wen, Alvin
Last meeting minutes have been reviewed			Yes
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Selecting the SDLC	Issue: Deciding on which SDLC to write about in the Project Plan	Action: Through discussion, waterfall SDLC was selected	Taken by: Alvin (Project Manager) Deadline: 7 October, 2021
Updates, checking on progress for each portion	Progress: Each person has either started on / completed their assigned task	Action: If not yet done, each person to complete their portion before the deadline	Taken by: Each respective person Deadline: 7 October, 2021

The next meeting will be held	7 October, 2021
This minutes have been agreed by all attendees	Signed by Wen Shiuan 