

Meeting Minutes

Subject			
Eight Group Meet – Presentation Rehearsal			
Date, Time (duration) and Venue			
<div><div></div><div>18/October/2021 8:30pm – 9:00 pm</div><div></div><div>Zoom</div></div>			
Attendees		Non-Attendees	
<div><div></div><div><div>- Tang Kai Wen, Alvin</div><div>- Yong Wen Shiuan</div><div>- Bankata Mishra Spriha</div><div>- Gupta Suhana</div><div>- Heng Fuwei Esmond</div><div>- Heng Chor Chen, Sabrina</div></div><div></div></div>			
Chaired by		Tang Kai Wen, Alvin	
Last meeting minutes have been reviewed		Yes	
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Slides	<div>Rehearsal for presentation</div> <div>Timing for total presentation</div> <div>Pressing of the slides via online for everyone's part</div> <div>Demonstration</div>	Dry run the presentation and time, treat it seriously and see what we can change to improve the things we present on the slides	<div>Taken by: The entire team</div> <div>Meeting on 21 October 2021 for the distribution of the lab 5 deliverables</div>
The next meeting will be held			October, 21, 2021

This minutes have been agreed by all attendees

Signed by chair: Alvin
Tang

A handwritten signature in black ink, appearing to read 'Alvin Tang', is written over the printed name.