

# Meeting Minutes

Subject			
Fourth Group Meet - Progress of Lab 2 Deliverables			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> <li>7/September/2021 8:00pm – 8:45 pm</li> <li>Zoom</li> </ul>			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> <li>Tang Kai Wen, Alvin</li> <li>Yong Wen Shiuan</li> <li>Bankata Mishra Spriha</li> <li>Gupta Suhana</li> <li>Heng Fuwei Esmond</li> <li>Heng Chor Chen, Sabrina</li> </ul>			
Chaired by			Tang Kai Wen, Alvin
Last meeting minutes have been reviewed			Yes
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Check on progress of the quality plan	Progress - Ensure that everyone has completed their portion	Action - Confirmation with everyone during the meeting on the google document	Taken by: Whole Team Deadline: During Meeting
Check on the progress of backlog for Quality Plan and SRS	Progress - Ensure that everyone has completed their portion for the backlogs	Action - Confirmation with everyone during the meeting on the google document	Taken by: Whole Team Deadline: During Meeting
Redistribution of the remaining SRS portion with the team	Problem - Need ensure everyone is on the same page with regards to the SRS	Action - Discuss with the team the progress of the SRS and what difficulties they are currently facing to complete their portion.	Taken by: Whole Team Deadline: During Meeting

	before redistribution of the workload	Redistribution based on everyone's comfort level with regards to the SRS	
<b>Finalizing the SRS documentation</b>	Progress - Ensure that the remaining SRS portion is done properly	Action - Set a deadline and another meeting in case the SRS portion are in dire need of help to finish	Taken by: Whole Team  Deadline: Before next lab
<b>The next meeting will be held</b>			September, 16 2021
<b>This minutes have been agreed by all attendees</b>			Signed by chair: Alvin Tang  