

Meeting Minutes

Subject			
Seventh Group Meet – Splitting up remaining tasks for lab 4			
Date, Time (duration) and Venue			
<div><div></div><div>14/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><div>Give summary of what was achieved across the 5 labs, which we have to split equally amongst the team</div><div><div>1)Product intro + demo of product</div><div>2)Design for Maintainability</div></div></div>	<div><div>Tentative splitting of slides:</div><div><div>1)Suhana (product intro)</div><div>2)Yong Wen Shiuan</div><div>3)Spriha</div><div>4)Alvin (1st Half) + demo (script to wen shiuan)</div><div>4.1)Suahana (2nd Half)</div><div>5)Esmond</div></div></div>	<div><div>Taken by: The entire team</div><div>Get template slides by saturday night to start on presentation slides</div><div>Slides to be roughly done by next meeting to finalize the details for presentation</div><div>Meeting on monday for rehearsal/dry run</div></div>

	3)Software Quality Assurance 4)Project Management 5)Risk Management 6)Release Plan	6)Sabrina	
Trello	Update remaining lab 4 deliverables	Project Manager will update the trello page of the Team5 planning based on the discussion	Trello
The next meeting will be held			October, 18, 2021
This minutes have been agreed by all attendees			Signed by chair: Alvin Tang 