**Meeting Minutes**

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| **Subject** | | | |
| CZ3002 Lab 1 | | | |
| **Day, Time (duration) and Venue** | | | |
| * 12 Jan 2021, 1030 – 1230 * Software Lab 3 | | | |
| **Attendees** | | **Non-Attendees** | |
| * Atrik Das * Rajuavi Vishal Raj * Padhi Abhinandan * Kelvin Chua * Melvin Chua * Bryan Goh | | * NIL | |
| **Chaired by:** | | | **Atrik Das** |
| **Last meeting minutes has been reviewed** | | | **NA** |
| **Progress Updates** | | | |
| **Task** | **Problem / Issues / Progress** | **Solution / Action** | **Taken by / Deadline** |
| Team Formation | The delegation of roles to every individual | Atrik Das: Project Manager / Lead Developer  Rajuavi Vishal Raj: QA Engineer / Manager  Padhi Abhinandan: Backend Developer  Kelvin Chua: Backend Developer / Release Engineer  Melvin Chua: Frontend Developer  Bryan Goh: Frontend Developer | NA |
| Media Wiki | Having a Wiki webpage for documentation /record purposes | Hosted a Media Wiki webpage where only the host is able to do any editing. | Deadline: 02/02/2021 |
| Brainstorming | Brainstorming an idea / theme for our project to work towards too | ? Team meeting / discussion and ultimately settling on face recognition project ? |  |
| Next meeting will be held: | | 23/01/2021 9pm | Zoom |
| This meeting has been agreed by all attendees | | | Signature: Atrik |