**Meeting Minutes**

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| **Subject** | | | | |
| Meeting 4: Update Meeting | | | | |
| **Date, Time (duration) and Venue** | | | | |
| ·         13/09/21  ·         Online | | | | |
| **Attendees** | | | **Non-Attendees** | |
| All members attended | | | · | |
| **Chaired by TANG YUTING** | | | |  |
| **Last meeting minutes have been reviewed** | | | | Yes/No |
| **Progress Updates** | | | | |
| **Task** | **Problem/Issue/Progress** | **Solution/Action** | | **Taken by & deadline** |
| Confirm the quality plan | Check the drat of QA plan and determine the final version | QA plan is completed | | By 14/09/2021 |
| Update the progress | The firebase cannot be set up for Forum Team | Forum team uses dummy data for development for now | | 13/09/2021 |
| **The next meeting will be held** | | | | 16/09/2021, Lab |
| **This minutes have been agreed by all attendees** | | | | TANG YUTING |