

ECM2434 MEETING MINUTES

Date:	010323	Attendance:	Joachim,William,Abhinav,Keane,Sentoash,Heegon
Time:	2100-2200	Minutes by:	Joachim
Venue:	Online	Vetted by:	
Next Meeting Date & Time:		020323 1430	

Agenda

No .	Agenda	Discussion	Notes
1	Deciding who presents the slides	Joachim & William to present. Sentoash to demo.	Meet at 1.45pm before presentation on 020323
2	First Submission preparation.	Joachim to send process documents. William to send requirements analysis to Joachim. Joachim collates process & product documents & send them to Sentoash. Sentoash prepares technical documents, collates with process & product documents and submits them on bart. Joachim to create poster for submission Keane to prepare and update readme.md for main codebase.	

List of Future Actionables

No.	Person In-Charge	Action	Date by	Completed? (Y/N)
1	Keane	Prepare and update readme.md for main codebase	010323	Y
2	Joachim	Prepare and collate process and product documents for first submission.	010323	Y
3	Joachim	Create Poster	010323	Y
4	Sentoash	Prepare technical documents	010323	Y
5	Sentoash	Collate documents for submissions	010323	Y