**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 |