

## Meeting minutes 6

<b>Subject:</b>			
Review: Lab 3 deliverables			
<b>Date:</b>		<b>Time:</b>	<b>Venue:</b>
7th October 2019		10:30pm to 12:30pm	Software Lab 3
<b>Attendees:</b>		1. Li Shanlan 2. Zeng Jinpo 3. Akshaya Muthu 4. MN Shaanmugam 5. Cao Ngoc Thai	
<b>Absentees:</b>		Simon El Nahas Christensen	
<b>Chaired by:</b>	Zeng Jinpo		
<b>Last meeting reviewed:</b>	23th September 2019		
<b><u>Progress updates:</u></b>			
<b>Task</b>	<b>Progress</b>	<b>Solution / Action</b>	<b>Taken by, Deadline</b>
Project Plan	Complete	Complete the Project Plan.	<b>Completed by:</b> Akshaya Muthu MN Shaanmugam
Risk Management Plan	Complete	Complete the Risk Management Plan	<b>Completed by:</b> Zeng Jinpo
Front-End Development	Work in progress	Update UI design based on NTU color scheme (blue)	<b>Taken by:</b> Akshaya Muthu Li Shanlan
Back-End Development	Work in progress	Work on backend database	<b>Taken by:</b> Harry Cao Zeng Jinpo
<b>Next meeting (date &amp; time):</b>			14th October 2019 (Monday), 10:30-12:30
<b>The minutes have been agreed by all members.</b>			Jinpo
<b>Signature of chair:</b>			