Meeting Minutes

Subject
9th Group Meeting - Lab 3

Date, Time (duration) and Venue
· 18 Sep 2022 2130hrs – 2330hrs · Zoom

Attendees	Non-Attendees
· Lee Xuan Hua · Alwin Chai · Fabrianne Effendi · Dario Ang · Foo Zhi Kai · Yam Hui Jing · Wong Li Han	· NIL

Chaired by	Lee Xuan Hua
Last meeting minutes have been reviewed	Yes

Progress Updates

Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Task1	Review of Task 4: Project Plan & Risk Management	The meeting started with reviewing each of the team member's parts as discussed in the previous meeting.	Team / 18 Sep 2022
Task2	Review progress of front-end and back-end design	The team updates each other about the progress of front-end and back-end design	Team / 18 Sep 2022
Task 3	Strategy for designing the software system		Team / 18 Sep 2022

Task4	A list of releases to be planned		Team / 18 Sep 2022
Task5	The idea of change management		Team / 18 Sep 2022
The next meeting will be held			25 Sep 2022 (Sun), 2200hrs, zoom
This minutes have been agreed by all attendees			Lee Xuan Hua