

# Meeting Minutes

Subject			
13th Group Meeting - Lab 5			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> <li>16 Oct 2022 2200hrs – 2300hrs</li> <li>Zoom</li> </ul>			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> <li>Lee Xuan Hua</li> <li>Alwin Chai</li> <li>Fabrianne Effendi</li> <li>Dario Ang</li> <li>Foo Zhi Kai</li> <li>Yam Hui Jing</li> <li>Wong Li Han</li> </ul>		<ul style="list-style-type: none"> <li>NIL</li> </ul>	
Chaired by			Lee Xuan Hua
Last meeting minutes have been reviewed			Yes
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Task1	Finalise Lab 4 deliverables	The team discussed the configuration management plan.	Team / 16 Oct 2022
Task2	Finalise Lab 5 deliverables	The team discussed the test plan and updates it accordingly.	Team / 16 Oct 2022
Task3	Rehearse for Presentation	The team finalises the presentation slides and prepares for the final presentation.	Team / 9 Oct 2022

Task4	Submission of the final documentations	The team consolidates and standardises all the documents so that everything in the documents are up-to-date.	Team / 16 Oct 2022
<b>The next meeting will be held</b>			NIL
<b>This minutes have been agreed by all attendees</b>			Lee Xuan Hua