Meeting Minutes

Subject
Routine Group Meeting 2

Date, Time (duration) and Venue
• 27 August 2022 9:30 – 10:30 pm • Online

Attendees	Non-Attendees
Gregory Mulder Bryan Sheng Huai Tabu Sarvesh	

Chaired by:	Mulder
Last meeting minutes have been reviewed	Yes/~~No~~

Progress Updates

Task	Problem/Issue/ Progress	Solution/Action	Taken by & deadline
Task1	Delegation of each task for deliverables.	- **Gregory:** Backlog - **Mulder, Sheng Huai:** Project Proposal - **Bryan, Tabu:** Use Case Descriptions - **Sarvesh:** Wiki	Everyone 2 Sep 2022

The next meeting will be held	3 Sep 2022, 9.00 pm, Online Date, time & Venue
This meeting minutes have been agreed by all attendees	_MI_ Signed by chair