Meeting Minutes

Subject
Routine Group Meeting 1

Date, Time (duration) and Venue
24 August 2022 2:30 – 4:30 pm   - Software Lab 3

Attendees	Non-Attendees
Gregory Mulder Bryan Sheng Huai Sarvesh	Tabu

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 tasks.	- Idea exploration, Brainstorming	Everyone 28 Aug 2022
Task 2	Delegation of roles	- **Mulder:** Project Owner - **Gregory:** Back-end Developer - **Bryan:** Lead Developer	Everyone 24 Aug 2022

		- **Sarvesh:** QA Manager - **Sheng Huai:** Front-end Develper - **Tabu:** QA Engineer	
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			 Signed by chair