

Meeting Minutes

Subject			
Group meeting			
Date, Time (duration) and Venue			
<ul style="list-style-type: none">25/Oct/2023 08:00 pm – 10:00 pmOnline			
Attendees		Non-Attendees	
<ul style="list-style-type: none">Abdul Siddiq Bin Mohd YussainiNg Yue Jie AlphaeusRoy Lau Run-XuanTran Trung Dung (Charles)Wang Xin Yan LloydRyan Teo Cher Kean			
Chaired by		Abdul Siddiq Bin Mohd Yussaini	
Last meeting minutes have been reviewed		Yes	
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
1	To review and finalise the script for the presentation	Each member will finalise and practice their sections before the presentation.	26 Oct 2023
The next meeting will be held		26 Oct 2023, 12:30pm - 2:30pm, SWLAB3	

This minutes have been agreed by all attendees

A handwritten signature in black ink, appearing to be 'S. Jey', is written over a light gray rectangular background.