

Meeting Minutes

Subject			
Group meeting			
Date, Time (duration) and Venue			
<ul style="list-style-type: none">· 31/Aug/2023 12:30 – 2:30 pm· Online			
Attendees		Non-Attendees	
<ul style="list-style-type: none">- Abdul Siddiq Bin Mohd Yussaini- Ng Yue Jie Alphaeus- Roy Lau Run-Xuan- Tran Trung Dung (Charles)- Wang Xin Yan Lloyd- Ryan 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
Task1	Setup environment and accesses	Decide on development tools and environment and seek accesses	6/9/2023
Task2	Lab 2 deliverables delegation	2 Tech leads backlog + use case (Siddiq and Roy) 2 ppl project proposal (Ryan and Alphaeus) 2 ppl use case + project proposal (Charles and Lloyd)	6/9/2023

The next meeting will be held	6/9/2023, 2-3pm, In-person meeting
This minutes have been agreed by all attendees	