Meeting Minutes

Subject
6th Meeting - Lab 3

Date, Time (duration) and Venue
·   13 October 2025 11:00 pm – 1:00 am   ·   Zoom

Attendees	Non-Attendees
- Shen Jia Cheng - Vu Thao Nguyen - Akshay Krishna - Aishwarya Anand - Nguyen Phuong Linh - Tran Son Viet	·

Chaired by	Aishwarya Anand
Last meeting minutes have been reviewed	Yes

Progress Updates

Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Task1	Review of Project Plan	The missing sections were completed during the meeting, and formatting errors were corrected.	Team / 13 Oct 2025
Task2	Review of Risk Management Plan	Suggestions were made to rephrase certain points for better readability and clarity.	Team / 14 Oct 2025
Task3	Review Backlog	No major issues identified; backlog was finalized.	Team / 13 Oct 2025
Task4	Finalization & Submission	The team discussed the final consolidation of all deliverables. It was agreed that Aishwarya would	Team / 14 Oct 2025

		handle submission on Github	
Task5	Prepare for Demo	Team members collaborated to design and organize the demo slides.	Team / 14 Oct 2025
The next meeting will be held			15 Oct 2025, SWLab3
This minutes have been agreed by all attendees			Aishwarya