

Meeting Minutes

Subject			
Action items before final submission			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> 27/10/2024 12:00 – 1:00 pm SWLAB3 			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> Mishra Apurva, Gambhir Dhruv, Samanatha Tan, Nithya Hariharan, Najah Ismail 		<ul style="list-style-type: none"> Tan Jing Jie, Mehta Viral Sujal (availability conflict, update over messages) 	
Chaired by			Apurva
Last meeting minutes have been reviewed			Yes
Task	Problem/Issue /Progress/Discussion	Items/Solution/Action	Taken by & deadline
Update on testing	Discuss testing and request for help and ideas from others where required	<ul style="list-style-type: none"> Backend APIs: Najah, Apurva, Viral Front-end: Dhruv, Samantha, Jing Jie, Nithya Use framework pushed by Jing Jie 	Taken by: all present Deadline: 27/10/2024
Documentation task allocation	Discuss who is responsible for finishing up and making final reviews before submission Ensure previous documentations are aligned	<ul style="list-style-type: none"> Apurva Najah README: Dhruv Others help for specific sections 	Taken by: all present Deadline: 27/10/2024
The next meeting will be held			N/A

This minutes have been agreed by all attendees

Signed by chair

Apurva