Meeting Minutes

Subject			
Routine Group Meeting			

Date, Time (duration) and Venue			
● 25th October 2018, 2:30 PM ● Software Projects Lab, NTU			

Attendees		Non-Attendees	
● Chaitanya Joshi (Project Manager) ● Genevieve Lam (Front-End Developer) ● Yong Chen Feng (Back-End Developer) ● Heng Zhi Guang (Lead Developer) ● Chen Guanyu (QA Engineer & Manager) ● Vidur Sharma (Release Engineer)		● N/A	

Chaired by		Chaitanya Joshi	
Last meeting minutes have been reviewed		Yes	

Progress Updates

Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Presentation Slides	The presentation was broken down to individual components and each team member voluntarily took a portion to work on	Divided the work and assigned to team members	Team Bookies Deadline: 1st November 2018

The next meeting will be held	1st November 2018 Software Lab 3, NTU
This minutes have been agreed by all attendees	*Chaitanya*