**Meeting Minutes**

**15 September 2021, Wednesday | 1030AM to 1230PM | SWLAB3**

| **Subject** | | | |
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| CZ3002 – Routine Group Meeting | | | |
| **Attendees** | | | **Non-Attendees** |
| * Alicia Chua * Ernest Ang * Jethro Phuah * Lam Zhi Fah * Shannon Tan * Shaun Ong * Ong Sim Hao | | | None |
| **Chaired by Jethro Phuah** | | | |
| Last meeting minutes have been reviewed? | | | Yes |
| **Progress / Updates** | | | |
| **Task No** | **Problem/Issue/Progress** | **Solution/Action** | **Taken by & Deadline** |
| 1 | Lofi Prototype completed | Team reviewed the prototype and agreed on the design and aesthetics of the application | Jethro Phuah |
| 2 | Delegation of roles among team | Decided to split the roles into those doing:   1. Project Plan [6 members] 2. Risk Management Plan [1 member] | Jethro Phuah & 22 September 2021 |
| **The next meeting will be held** | | 22 Sept 2021, Online on Zoom | |
| **These minutes have been agreed by all attendees** | | Yes | |