

# Meeting Minutes

Subject			
Wanderers – Third Team Meeting (Post-Lab) for Lab 1 discussions			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"><li>04/Feb/2025 7:00 – 8:00 pm</li><li>Zoom</li></ul>			
Attendees		Non-Attendees	
<ul style="list-style-type: none"><li>Albert</li><li>Hazim</li><li>Isaac</li><li>J’sen</li><li>Seo Jin</li><li>Raghav</li><li>Miko</li></ul>		N/A	
Chaired by		Seo Jin	
Last meeting minutes have been reviewed		Yes/No	
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
1.	Review Use Case Descriptions	Internal team review of all use case descriptions  Corrected formatting errors and added missing use cases	N/A
2.	Review application proposal	Internal team review of all individually completed sections of application proposal  Corrected formatting errors and edited content as and when required	N/A
3.	Update tickets and epics of tasks for Lab 1 and fill up backlog	Each person in the team to do for their	Team, no deadline

		allocated tasks	
4.	Lab 1 Submissions Requirements	Finalise and collate all deliverables for Lab 1	Team, 6 <sup>th</sup> Feb (Lab session)
The next meeting will be held			6 Feb 2025, During Lab session
This minutes have been agreed by all attendees			