

Meeting Minutes

Subject			
Wanderers – First Team Meeting (In-Lab)			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> 23/Jan/2025 10:30 – 12:30 pm SWLab3 			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> Albert Hazim Isaac J'sen Seo Jin 		<ul style="list-style-type: none"> Raghav Miko Note: Non attendees were not in the team at this point. 	
Chaired by			Isaac
Last meeting minutes have been reviewed			Yes/ No
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
1.	Assign team members roles	Assigned the following roles: BE: Hazim, Albert FE: Jsen Project Manager: Seo Jin Release + QA: Isaac	Taken by the team, by the end of the lab.
2.	Propose project ideas for the team's project	Everyone in the team to think of an idea and then bring it up in the next meeting	Taken by the team, by next meeting 28 Jan 2025
The next meeting will be held			28 Jan 2025, Zoom
This minutes have been agreed by all attendees			

