

Meeting Minutes

Subject			
Wanderers – Team Meeting (Post-Lab) for Lab 4 discussions			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> 25/Mar/2025 9:00 pm – 10:00 pm Zoom 			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> Albert Hazim Isaac J'sen Seo Jin Raghav Miko 		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.	Uncertainties in slide content as some slide sections were unclear or missing detail	Team brainstormed unclear parts and clarified slide objectives	N/A
2.	Slide content accuracy was a concern and had to ensure slides contain all required info	Cross-checked slides with instructions + documents to avoid missing any content. Assigned modifications that had to be made by next meeting to individual members.	26 March 2025
3.	Final slide needed to review for flow and clarity.	Went through all slides one more time as a group for post-final edits	N/A

4.	Had to allocate parts for presentation	<p>Introduction: Seo Jin</p> <p>Use Case Diagram: Albert + J'sen</p> <p>Risk Management: Isaac</p> <p>Quality Management 1: Raghav</p> <p>Quality Management 2: Hazim</p> <p>Quality Management 3: Miko</p>	N/A
The next meeting will be held			26 Mar 2025, Zoom Meeting
This minutes have been agreed by all attendees			