

Meeting Minutes

Subject			
Weekly Group Meeting (Week 9)			
Date, Time (duration) and Venue			
18/3/2021			
Arc TR24			
Attendees		Non-Attendees	
Kenny, Wilson, Hou Jing, Irsyad, Boon, Zeyu			
Chaired by Kenny Voo			
Last meeting minutes have been reviewed			<u>Yes/No</u>
Progress Updates			
Task	Problem/Issue/ Progress	Solution/Action	Taken by & deadline
Task1	Progress Check	Front end - Done Backend - Done Detection system - Done	18/3/21
Task 2	Combine parts	Combine our parts and the working prototype is 70% working	19/3/21
Task 3	Delegation of task	Touch up own part and ready for demo	22/3/21
The next meeting will be held zoom (23/3/2021)			Date, time & venue
This minutes have been agreed by all attendees			Signed by chair

	Kenny Voo
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