

# Meeting Minutes

| Subject  |                                     |   |                     |
|--|-------------------------------------|---|---------------------|
| Weekly Group Meeting ( Week 8 )                |                                     |   |                     |
| Date, Time (duration) and Venue                |                                     |   |                     |
| 11/3/2021                                      |                                     |   |                     |
| Zoom   |                                     |   |                     |
| Attendees                                      |                                     | Non-Attendees   |                     |
| Kenny, Wilson, Hou Jing,<br>Irsyad, Boon, Zeyu |                                     |   |                     |
| Chaired by Kenny Voo                           |                                     |   |                     |
| Last meeting minutes have been reviewed        |                                     |   | <u>Yes/No</u>       |
| Progress Updates                               |                                     |   |                     |
| Task   | Problem/Issue/<br>Progress          | Solution/Action   | Taken by & deadline |
| Task1  | Progress Check                      | Front end - left with admin part<br>Backend -<br>Detection system - implementing  | 11/3/21             |
| Task 2   | Review on the documents on the spot | Reviewed up to lab 3 deliverable  | 11/3/21             |
| Task 3   | Delegation of task                  | Irsyad . Hou Jing<br><br>Continue developing frontend<br><br>Zeyu - backend<br><br>Boon - help out backend<br><br>Wilson – help backend | 18/3/21             |

|   |  |  |   |
|---|--|--|---|
|   |  | <p>Kenny- continue to improve human detection, oversee the whole team, project plan</p> <p>Continue to develop and hopefully can finish by 18/3/21</p> |   |
| <p><b>The next meeting will be held</b></p> <p>zoom (18/3/2021)</p> |  |  | <p>Date, time &amp; venue</p>           |
| <p><b>This minutes have been agreed by all attendees</b></p>        |  |  | <p>Signed by chair</p> <p>Kenny Voo</p> |