

# Meeting Minutes

<b>Subject</b>			
Weekly Group Meeting ( Week 11 )			
<b>Date, Time (duration) and Venue</b>			
1/4/2021			
LT17			
<b>Attendees</b>		<b>Non-Attendees</b>	
Kenny, Wilson, Hou Jing, Irsyad, Boon, Zeyu			
<b>Chaired by Kenny Voo</b>			
<b>Last meeting minutes have been reviewed</b>			<u>Yes/No</u>
<b>Progress Updates</b>			
<b>Task</b>	<b>Problem/Issue/ Progress</b>	<b>Solution/Action</b>	<b>Taken by &amp; deadline</b>
<b>Task1</b>	Progress Check	Design report on software maintainability done  Configuration Management Plan done  Change management plan done  Release plan done	1/4/21
<b>Task 2</b>	Discussion	Presentation content and flow	1/4/21
<b>Task 3</b>	Task delegation	Touch up and finish Slides	2/4/21

<b>The next meeting will be held</b> zoom (6/4/2021)	Date, time & venue
<b>This minutes have been agreed by all attendees</b>	Signed by chair Kenny Voo