

Meeting Minutes

Subject			
Weekly Group Meeting (Week 7)			
Date, Time (duration) and Venue			
25/2/2021			
Zoom			
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 – login page done Backend - In progress Human detection system -waiting for backend	25/2/21
Task 2	Decide a date to do review of documentations	Each of us reviews documents and comments on the part that need to be improved before the review session. Project Proposal - Zeyu Quality Plan - Kenny SRS - Boon Dialog Map - Wilson Project Plan - Irsyad Risk Management - Hou Jing	4/3/21

Task 3	Delegation of task	<p>Irsyad . Hou Jing</p> <p>Continue developing frontend</p> <p>Zeyu - backend</p> <p>Boon - help out backend</p> <p>Wilson – help backend</p> <p>Kenny- continue to improve human detection, oversee the whole team, project plan</p>	7/3/21
The next meeting will be held zoom (4/3/2021)			Date, time & venue
This minutes have been agreed by all attendees			Signed by chair Kenny Voo