

Meeting Minutes

Subject			
Weekly Group Meeting (Recess Week)			
Date, Time (duration) and Venue			
4/3/2021			
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 - mostly done , implementing map Backend - implementing Detection system - implementing Review	4/3/21
Task 2	Continue review of documentation	<div> <div>REVIEWER</div> <div>IN CHARGE</div> <div>Project Proposal - Zeyu -> Irsyad</div> <div>Quality Plan - Kenny -> Zeyu</div> <div>SRS - Boon -> Wilson</div> <div>Dialog Map - Wilson -> Hou Jing</div> <div>Project Plan - Irsyad -> Kenny</div> <div>Risk Management - Hou Jing -> Boon</div> </div> <div>Review action</div> <div>1. What's missing</div> <div>2. What can be improved</div> <div>3. Mistakes and stuff</div>	11/3/21
Task 3	Delegation of task	Irsyad . Hou Jing Continue developing frontend	11/3/21

		<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>	
<p>The next meeting will be held</p> <p>zoom (11/3/2021)</p>			<p>Date, time & venue</p>
<p>This minutes have been agreed by all attendees</p>			<p>Signed by chair</p> <p>Kenny Voo</p>