

Meeting Minutes

Subject			
Weekly Group Meeting (Week 10)			
Date, Time (duration) and Venue			
23/3/2021			
Lab			
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	The prototype is fully working and we show our demo to TA	23/3/21
Task 2	Demo to TA	Overall no big issue.	23/3/21
Task 3	Discussion		23/3/21
Task 4	Delegation of task	Design report on software maintainability - Wilson Configuration Management Plan - Kenny Change management plan - Irsyad	1/4/21

		Release plan -Hou Jing Presentation slide - Boon,Zeyu	
The next meeting will be held TR 17 (1/4/2021)			Date, time & venue
This minutes have been agreed by all attendees			Signed by chair Kenny Voo