

Meeting Minutes

Subject			
Weekly Group Meeting (Week 3)			
Date, Time (duration) and Venue			
29/01/2021 8pm-10pm Zoom			
Attendees		Non-Attendees	
Kenny, Wilson, Hou Jing, Irsyad, Zeyu			
Chaired by			Kenny Voo
Last meeting minutes have been reviewed			Yes
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Task1	Progress check and clarification of doubts	Each person update their own part and team leader will review it on saturday night	30/1/21

Task 2	Change of weekly meeting date	<p>Changed from Friday 8-10pm to <u>Thurs 8-10pm</u></p> <p>No change to physical meeting (Same time slot as lab, if necessary)</p>	29/1/21
Task 3	Upload everything to wiki		31/1/21
Task 4	Finalize proposal		31/1/21
The next meeting will be held on			04/02/21 8pm-10pm Zoom
This minutes have been agreed by all attendees			Signed by chair: Kenny Voo