**Meeting Minutes**

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| **Subject** | | | | |
| Weekly Group Meeting (Week 2) | | | | |
| **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 | Changed from  Friday 8-10pm to  Thurs 8-10pm  No change to physical meeting (Same time slot as lab, if necessary) | | 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 |
|  |  |  |  |  |