**Meeting Minutes**

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| **Subject** | | | | |
| Weekly Group Meeting ( Week 9 ) | | | | |
| **Date, Time (duration) and Venue** | | | | |
| 18/3/2021  Arc TR24 | | | | |
| **Attendees** | | | **Non-Attendees** | |
| ·  Kenny, Wilson, Hou Jing,  Irsyad, Boon, Zeyu | | | · | |
| **Chaired by Kenny Voo** | | | |  |
| **Last meeting minutes have been reviewed** | | | | Yes/No |
| **Progress Updates** | | | | |
| **Task** | **Problem/Issue/Progress** | **Solution/Action** | | **Taken by & deadline** |
| **Task1** | Progress Check | Front end - Done  Backend - Done  Detection system - Done | | 18/3/21 |
| **Task 2** | Combine parts | Combine our parts and the working prototype is 70% working | | 19/3/21 |
| Task 3 | Delegation of task | Touch up own part and ready for demo | | 22/3/21 |
| **The next meeting will be held**  zoom (23/3/2021) | | | | Date, time & venue |
| **This minutes have been agreed by all attendees** | | | | Signed by chair  Kenny Voo |