**Meeting Minutes**

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| **Subject** | | | | |
| Weekly Group Meeting (Week 7) | | | | |
| **Date, Time (duration) and Venue** | | | | |
| 25/2/2021  Zoom | | | | |
| **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 – login page done  Backend - In progress  Human detection system -waiting for backend | | 25/2/21 |
| **Task 2** | Decide a date to do review of documentations | Each of us reviews documents and comments on the part that need to be improved before the review session.  Project Proposal - Zeyu  Quality Plan - Kenny  SRS - Boon  Dialog Map - Wilson  Project Plan - Irsyad  Risk Management - Hou Jing | | 4/3/21 |
| Task 3 | Delegation of task | Irsyad . Hou Jing  Continue developing frontend  Zeyu  - backend  Boon - help out backend  Wilson – help backend  Kenny- continue to improve human detection, oversee the whole team, project plan | | 7/3/21 |
| **The next meeting will be held**  zoom (4/3/2021) | | | | Date, time & venue |
| **This minutes have been agreed by all attendees** | | | | Signed by chair  Kenny Voo |