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|  | Meeting Minute |
| Date/Time: | |  |  |  | | --- | --- | --- | | 26/03/2022 16:30 | Team # | C2 | |
| Present: | Thomas Le  Soon Lee Teo  Cher Khor  Lily Zhang |
| Absent with reason: |  |
| Comment | Objectif is to get to know the team members  Familiarize with the project  Next meeting on Wednesday 30/03 as Lily would not have work night shift |

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|  | Previous Meeting Action Items: |  |  |  |
| Item # | Task Description | Who | When | Percentage Completed (%) |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

|  |  |  |  |  |
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|  | Current Meeting Action Items: |  |  |  |
| Item # | Task Description | Who | When | Percentage Completed (%) |
| 1 | Team introduction | Everyone | 26/03/2022 | 100 |
| 2 | Team formation:   * Team Lead: Thomas Le * Hardware Architect: Cher Khor * Software Architect: Thomas Le | Thomas Le | 26/03/2022 | 100 |
| 3 | Assignment of modules | Thomas Le | 26/03/2002 | 100 |
| 4 | Feasibility Analysis (components, pins availability, etc) | Team | 26/03/2022 | 100 |
| 5 | Proximity Sensors Module | Cher Khor |  | 0 |
| 6 | Optical Sensor Module | Thomas Le |  | 0 |
| 7 | Stepper Motors Module | Soon Lee Teo |  | 0 |
| 8 | 7 Segments Module | Lily Zhang |  | 0 |
| 9 | Buzzer Module | Lily Zhang |  | 0 |

Meeting Closes time: 19:00

Minute written by: Thomas Le