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|  | Meeting Minute |
| Date/Time: | |  |  |  | | --- | --- | --- | | 01/04/2022 19:00 | Team # | C2 | |
| Present: | Thomas Le  Soon Lee Teo  Cher Khor  Lily Zhang |
| Absent with reason: |  |
| Comment | Objectif on first day of lab: testing each component  Good progress |

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|  | Previous Meeting Action Items: |  |  |  |
| Item # | Task Description | Who | When | Percentage Completed (%) |
| 5 | Proximity Sensors Module | Cher Khor |  | 46% |
| 5.1 | Analysis of the sensors | Cher Khor |  | 100% |
| 5.2 | Component test | Cher Khor |  | 0% |
| 5.3 | Assignment of ports | Cher Khor |  | 100% |
| 5.4 | Firmware | Cher Khor |  | 30% |
| 5.5 | Unit tests | Cher Khor |  | 0% |
| 6 | Optical Sensor Module | Thomas Le |  | 60% |
| 6.1 | Analysis of the sensors | Thomas Le |  | 100% |
| 6.2 | Component test | Thomas Le |  | 50% |
| 6.3 | Assignment of ports | Thomas Le |  | 100% |
| 6.4 | Firmware | Thomas Le |  | 50% |
| 6.5 | Unit tests | Thomas Le |  | 0% |
| 7 | Stepper Motors Module | Soon Lee Teo |  | 40% |
| 7.1 | Analysis of SM | Soon Lee Teo |  | 100% |
| 7.2 | Component test | Soon Lee Teo |  | 0% |
| 7.3 | Assignment of ports | Soon Lee Teo |  | 100% |
| 7.4 | Firmware | Soon Lee Teo |  | 0% |
| 7.5 | Unit tests | Soon Lee Teo |  | 0% |
| 8 | 7 Segments Module | Lily Zhang |  | 40% |
| 8.1 | Analysis of 7 Segments | Lily Zhang |  | 100% |
| 8.2 | Component test | Lily Zhang |  | 0% |
| 8.3 | Assignment of ports | Lily Zhang |  | 100% |
| 8.4 | Firmware | Lily Zhang |  | 0% |
| 8.5 | Unit tests | Lily Zhang |  | 0% |
| 9 | Buzzer Module | Lily Zhang |  | 0% |
| 9.1 | Analysis of buzzer | Lily Zhang |  | 0% |
| 9.2 | Component test | Lily Zhang |  | 0% |
| 9.3 | Assignment of ports | Lily Zhang |  | 0% |
| 9.4 | Firmware | Lily Zhang |  | 0% |
| 9.5 | Unit tests | Lily Zhang |  | 0% |

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|  | Current Meeting Action Items: |  |  |  |
| Item # | Task Description | Who | When | Percentage Completed (%) |
| 5 | Proximity Sensors Module | Cher Khor |  | 75% |
| 5.2 | Component test | Cher Khor |  | 50% |
| 5.4 | Firmware | Cher Khor |  | 50% |
| 5.5 | Unit tests | Cher Khor |  | 50% |
| 6 | Optical Sensor Module | Thomas Le |  | 100% |
| 6.2 | Component test | Thomas Le |  | 100% |
| 6.4 | Firmware | Thomas Le |  | 100% |
| 6.5 | Unit tests | Thomas Le |  | 100% |
| 7 | Stepper Motors Module | Soon Lee Teo |  | 40% |
| 7.2 | Component test | Soon Lee Teo |  | 0% |
| 7.4 | Firmware | Soon Lee Teo |  | 0% |
| 7.5 | Unit tests | Soon Lee Teo |  | 0% |
| 8 | 7 Segments Module | Lily Zhang |  | 100% |
| 8.2 | Component test | Lily Zhang |  | 100% |
| 8.4 | Firmware | Lily Zhang |  | 100% |
| 8.5 | Unit tests | Lily Zhang |  | 100% |
| 9 | Buzzer Module | Lily Zhang |  | 100% |
| 9.2 | Component test | Lily Zhang |  | 100% |
| 9.4 | Firmware | Lily Zhang |  | 100% |
| 9.5 | Unit tests | Lily Zhang |  | 100% |

Meeting Closes time: 22:00

Minute written by: Thomas Le