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|  | Meeting Minute |
| Date/Time: | |  |  |  | | --- | --- | --- | | 09/04/2022 14:00 | Team # | C2 | |
| Present: | Thomas Le  Soon Lee Teo  Cher Khor |
| Absent with reason: | Lily Zhang not feeling well |
| Comment | Objective is:   * to stabilise the car * review the wiring and fix issues * testing of the car reaction. * report discussion |

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|  | | Previous Meeting Action Items: |  |  |  |
| Item # | | Task Description | Who | When | Percentage Completed (%) |
| 5 | Proximity Sensors Module | | Cher Khor |  | 100% |
| 5.2 | Component test | | Cher Khor |  | 100% |
| 5.4 | Firmware | | Cher Khor |  | 100% |
| 5.5 | Unit tests | | Cher Khor |  | 100% |
| 5.6 | ADC integration | | Cher Khor & Soon Lee Teo |  | 100% |
| 7 | Stepper Motors Module | | Soon Lee Teo |  | 100% |
| 7.2 | Component test | | Soon Lee Teo |  | 100% |
| 7.4 | Firmware | | Soon Lee Teo |  | 100% |
| 7.5 | Unit tests | | Soon Lee Teo |  | 100% |
| 9 | Buzzer Module | | Lily Zhang |  | 100% |
| 9.6 | Hardware to add transistor | | Lily Zhang |  | 100% |
| 9.7 | Adapt Firmware code for transistor | | Lily Zhang |  | 100% |
| 10 | Code Integration | | Thomas Le |  | 70% |
| 11 | Hardware Integration | | Cher Khor |  | 70% |
| 12 | Hardware Review | | Team |  | 70% |
| 13 | Code review | | Team |  | 70% |
| 14 | Car mounting | | Team |  | 60% |

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|  | Current Meeting Action Items: |  |  |  |
| Item # | Task Description | Who | When | Percentage Completed (%) |
| 10 | Code Integration | Thomas Le |  | 100% |
| 11 | Hardware Integration | Cher Khor |  | 100% |
| 12 | Hardware Review | Team |  | 100% |
| 13 | Code review | Team |  | 100% |
| 14 | Car mounting | Team |  | 100% |
| 15 | Report | Team |  | 10% |

Meeting Closes time: 21:00

Minute written by: Thomas Le