|  |  |
| --- | --- |
|  | Meeting Minute |
| Date/Time: | |  |  |  | | --- | --- | --- | | 12/04/2022 19:00 | Team # | C2 | |
| Present: | Thomas Le  Soon Lee Teo  Cher Khor  Lily Zhang |
| Absent with reason: |  |
| Comment | Objective is:   * report discussion * PCB design |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | Previous 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% |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Current Meeting Action Items: |  |  |  |
| Item # | Task Description | Who | When | Percentage Completed (%) |
| 15 | Report | Team |  | 10% |
| 16 | Design | Lily Zhang |  | 90% |
| 17 | Poster | Cher Khor |  | 0% |

Meeting Closes time: 22:00

Minute written by: Thomas Le