

# Meeting Minutes – 16

## Meeting Information

<b>Objective:</b>	Updating on progress of deliverables		
<b>Date:</b>	14/04/2021	<b>Location:</b>	Microsoft Teams
<b>Time:</b>	15:30 GMT+8	<b>Meeting Type:</b>	Official Meeting
<b>Chairperson:</b>	Yoong Joo Khor	<b>Secretary:</b>	Syed Ahmad Azhad Bin Ahmad Rosehaizat
<b>Attendees:</b>	Yoong Joo Khor Yao Chong Foo Rahul Sharma Yuddhishtir-Gopaul Syed Ahmad Azhad Bin Ahmad Rosehaizat Sharfa Damin Dr. Radu Muschevici		
<b>Absent:</b>	Gilbert Valentino		

## Agenda Items

### Presenter

3	Update on progress of final group report	Yoong Joo
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## Decisions

- 1 Remove styling sections from report
- 2 Software demo should include prerecorded narration

## New Action Items

### Responsible

1	Work on presentation	All members
2	Finish software demo	All members
3	Complete final report	All members

## Other Notes & Information

Prepared By:



(Syed Ahmad Azhad Bin Ahmad Rosehaizat)

Date: 14/04/2021

Approved By:



(Dr. Radu Muschevici)

Date: