

Meeting Minutes – 15

Meeting Information

Objective:	Updating on progress of deliverables		
Date:	31/03/2021	Location:	Microsoft Teams
Time:	15:30 GMT+8	Meeting Type:	Official Meeting
Chairperson:	Yoong Joo Khor	Secretary:	Syed Ahmad Azhad Bin Ahmad Rosehaizat
Attendees:	Yoong Joo Khor Yao Chong Foo Rahul Sharma Yuddhishtir-Gopaul Syed Ahmad Azhad Bin Ahmad Rosehaizat Gilbert Valentino Sharfa Damin Dr. Radu Muschevici		

Absent:

Agenda Items

Presenter

1	Update on testing methodology and script for website	Yoong Joo
2	Update on final group report and presentation progress	Yoong Joo
3	Update on completion of app and software demo	Syed Ahmad Azhad

Decisions

- 1 Next meeting to be held on 14/04/2021
- 2 App software demo video will be screen recording of the phones and database
- 3 Add conclusion section (direction for the future) to final group report

New Action Items

Responsible

1	Work on report and presentation	All members
2	App software demo recording	Syed Ahmad Azhad
3	Website software demo recording	Yoong Joo

Other Notes & Information

Prepared By:



(Syed Ahmad Azhad Bin Ahmad Rosehaizat)

Date: 31/03/2021

Approved By:



(Dr. Radu Muschevici)

Date:

