

# Meeting Minutes – 09

## Meeting Information

<b>Objective:</b>	Updating Supervisor on tasks decided and spit for sprint 3		
<b>Date:</b>	27/01/2021	<b>Location:</b>	Microsoft Teams
<b>Time:</b>	3:30 PM	<b>Meeting Type:</b>	Official Meeting
<b>Chairperson:</b>	Gilbert Valentino	<b>Secretary:</b>	Sharfa Dhamin
<b>Submitted by:</b>	Gilbert Valentino		
<b>Attendees:</b>	Yoong Joo Khor Yao Chong Foo Rahul Sharma Yuddhishtir-Gopaul Syed Ahmad Azhad Bin Ahmad Rosehaizat Dr. Radu Muschevici Sharfa Dhamin Gilbert Valentino		

## Agenda Items

		Presenter	
1	Discuss the dividing of tasks in detail split between all individuals for sprint three with the supervisor	Gilbert	
2	Ask Supervisor about details of the presentation including functionality of the Bluetooth	Yoong Joo	
3	Discussing next week's meeting, including updating the report and the repos	Yoong Joo	

## Decisions

1	Set all and confirm all individual Tasks for sprint 3
2	Decide to make a video beforehand to show Bluetooth functionality

## New Action Items

		Responsible	
1	Complete all Sprint 3 tasks and update report and repos; start prepping for presentation	All Members	

Produced by:

Approved by:

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(Sharfa Dhamin) Date: 27/01/2021

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(Dr. Radu Muschevici) Date: