

Meeting Minutes – 17

Meeting Information

Objective:	Update the supervisor on progress of Sprint 3 and future plans for Sprint 4		
Date:	21/04/2021	Location:	Microsoft Teams
Time:	3:30 PM	Meeting Type:	Official Meeting
Chairperson:	Yoong Joo Khor	Secretary:	Yao Chong Foo
Submitted by:	Yao Chong Foo		
Attendees:	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 Showing presentation slides.	Yoong Joo & Azhad
2 Showing and discussing software demo video.	Yao Chong
3	

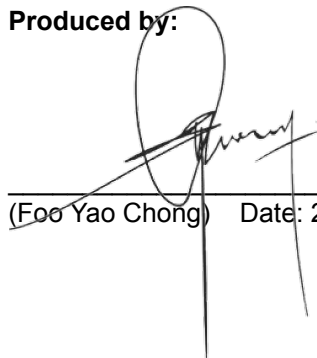
Decisions

- 1 Add animations to the slides.
- 2 Diagram for the overview of the app.
- 3 Add UI of the website
- 4 Trim down the slides
- 5 Auto attendance signing application using Bluetooth Low Energy. (Yellow Font)
- 6 Remove awkward silences in video.
- 7 Changes in Title arrangements and sizes.
- 8 Show a class diagram
- 9 Add in website code for the backend part
- 10 Track physical presence using infrared

New Action Items

	Responsible
1 Work on Video Presentation, slides and Final Group Report	All Members

Produced by:



(Foo Yao Chong) Date: 21/04/2021

Approved by:

(Dr. Radu Muschevici)

Date: