

Meeting Minutes

Subject			
Presentation Rehearsal			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> 27/03/2022 2200 - 2300 Zoom Meeting 			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> Jovan Huang Tian Chun, Royce Ang Jia Jie, Zhu Weiji, Manav Arora, Clarence Hong Shi Man, Tan Hui Zhan 			
Chaired by			Jovan Huang Tian Chun
Last meeting minutes have been reviewed			<u>Yes</u> /No
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
1	Official Presentation	Rehearse as a team.	All, 27/03/22
5	Presentation slides	Fix minor bugs	All, 27/03/22
The next meeting will be held			28 March 2022, 1430, SWLAB3
This minutes have been agreed by all attendees			YES