

Meeting Minutes

Subject			
Update on deliverables and prototype progress			
Date, Time (duration) and Venue			
<div><div>• 23/03/2022 1930-0030</div><div>• Hybrid(ARC + Zoom) Meeting</div></div>			
Attendees		Non-Attendees	
<div><div>• Jovan Huang Tian Chun, Royce Ang Jia Jie, Zhu Weiji, Manav Arora, Clarence Hong Shi Man, Tan Hui Zhan</div><div>•</div></div>			
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	Bugs on frontend	Halls not appearing correctly, and some CSS bugs to fix	Royce, Hui Zhan, 23/03/22
2	Left with change request for Configuration Management Plan	Discuss and complete change request	Jovan Huang Tian Chun, 27/03/22
3	Left with release notification for Release plan	Discuss and complete release notification	Clarence Hong, 27/03/22
4	Complete Backlog	Plan for required tasks that need to be done by next lab	Jovan Huang Tian Chun, 27/03/22

5	Presentation slides	Prepare demo, script and slides, rehearse on Friday	All, 25/03/22
The next meeting will be held			27 March 2022, 2200, Zoom
This minutes have been agreed by all attendees			YES