

Meeting Minutes

Subject			
Check through all lab deliverables from Lab 1 - 5			
Date, Time (duration) and Venue			
<ul style="list-style-type: none">· 09/04/2022 1700 - 1800· 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		<ul style="list-style-type: none">·	
Chaired by		Zhu Weiji	
Last meeting minutes have been reviewed		Yes/No	
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
1	Finish up Test Plan & Test Cases and Test Coverage Report and review	Discuss and do together as a team	All, 10/04/22
The next meeting will be held			
This minutes have been agreed by all attendees		YES	