

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 - 1800Zoom 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			Zhu Weiji
Last meeting minutes have been reviewed			<u>Yes</u> /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