

Meeting Minutes

Subject			
Discuss and allocate manpower for lab 3 deliverables			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> 21/02/2022 1430 – 1630 SWLAB3 			
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		Clarence Hong Shi Man	
Last meeting minutes have been reviewed		<u>Yes/No</u>	
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
1	Risk Management Plan	Risk Management Plan to be done before next meeting Discuss risks: <ul style="list-style-type: none"> Team member unavailable before project completion Requirement miscommunication Internal conflict within team Overestimation of individual capabilities 	All, 28/02/22

		<ul style="list-style-type: none"> • Deadline delayed due to time constraint • Lack of physical team meetings 	
2	Project Plan	Start on project plan, half to be completed by next meeting if possible	All, 28/02/22
3	Status of front-end prototype	No progress due to assignments, still ahead of schedule so extend deadline	Royce, 28/02/22
4	Status of back-end prototype	Almost done with algorithm, as well as waiting for front-end to complete	Weiji, 28/02/22
The next meeting will be held			28 February 2022, 2030, Online Zoom Meeting
This minutes have been agreed by all attendees			YES