

Meeting Minutes

Subject			
Update on deliverables and prototype progress			
Date, Time (duration) and Venue			
<ul style="list-style-type: none">· 02/03/2022 2100-2130· Online 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		Tan Hui Zhan	
Last meeting minutes have been reviewed			<u>Yes</u> /No
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
1	Progress of frontend	Functionality done, some UI to be fixed, integrated with backend but with some bugs	Royce, 09/03/22
2	Progress of backend	Backend to fix bugs concerning with API calls	Weiji, 09/03/22
3	Risk Management Plan	Risk Management Plan completed, to be checked before submitting	Everyone, 09/03/22
4	Project Plan	Just started, to be finished by next meeting	Everyone, 09/03/22

5	Complete Backlog	Plan for required tasks that need to be done by next lab	Everyone, 09/03/22
The next meeting will be held			9 March 2022, 2130, Zoom
This minutes have been agreed by all attendees			YES