

# Meeting Minutes

<b>Subject</b>			
Update on deliverables and prototype progress			
<b>Date, Time (duration) and Venue</b>			
<ul style="list-style-type: none"><li>· 23/03/2022 1930-0030</li><li>· Hybrid(ARC + Zoom) Meeting</li></ul>			
<b>Attendees</b>		<b>Non-Attendees</b>	
<ul style="list-style-type: none"><li>· Jovan Huang Tian Chun, Royce Ang Jia Jie, Zhu Weiji, Manav Arora, Clarence Hong Shi Man, Tan Hui Zhan</li></ul>		<ul style="list-style-type: none"><li>·</li></ul>	
<b>Chaired by</b>		Jovan Huang Tian Chun	
<b>Last meeting minutes have been reviewed</b>		<u>Yes/No</u>	
<b>Progress Updates</b>			
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
<b>The next meeting will be held</b>			27 March 2022, 2200, Zoom
<b>This minutes have been agreed by all attendees</b>			YES