

Meeting Minutes

Subject			
Planning on things to do for the last 2 weeks of the project			
Date, Time (duration) and Venue			
<ul style="list-style-type: none">· 28/03/2022 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		<ul style="list-style-type: none">·	
Chaired by		Royce Ang Jia Jie	
Last meeting minutes have been reviewed		<u>Yes/No</u>	
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
1	Test plan not complete	Discuss on next steps of action and complete together	All, 09/04/22
2	Test Cases and Requirements Test Coverage Report not done	Discuss on next steps of action and complete together	All, 09/04/22
The next meeting will be held		9 April 2022, 1430, SWLAB3	
This minutes have been agreed by all attendees		YES	