

# 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>· 09/03/2022 2130-2245</li><li>· Online 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>		Tan Hui Zhan	
<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	Progress of frontend	Refine UI, includes logo, matched history and personal information	Royce, 14/03/22
2	System Integration	Backend to continue fixing bugs concerning with API calls	Weiji, 14/03/22
3	Project Plan	Left with some sub-content, complete by Friday and check for discrepancies	Everyone, 11/03/22
4	Software Maintainability	Brought forward due to time constraint, start once project plan is done	Everyone, 14/03/22

5	Complete Backlog	Plan for required tasks that need to be done by next lab	Everyone, 14/03/22
<b>The next meeting will be held</b>			14 March 2022, 1430, SWLAB3
<b>This minutes have been agreed by all attendees</b>			YES