

# Meeting Minutes

<b>Subject</b>			
Planning on things to do for the last 2 weeks of the project			
<b>Date, Time (duration) and Venue</b>			
<ul style="list-style-type: none"><li>28/03/2022 1430 - 1630</li><li>SWLAB3</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>			
<b>Chaired by</b>			Royce Ang Jia Jie
<b>Last meeting minutes have been reviewed</b>			<u>Yes</u> /No
<b>Progress Updates</b>			
<b>Task</b>	<b>Problem/Issue/Progress</b>	<b>Solution/Action</b>	<b>Taken by &amp; deadline</b>
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
<b>The next meeting will be held</b>			9 April 2022, 1430, SWLAB3
<b>This minutes have been agreed by all attendees</b>			YES