

Meeting Minutes

Subject			
Update on deliverables and prototype progress			
Date, Time (duration) and Venue			
<div><div>·</div><div>09/03/2022 2130-2245</div></div> <div><div>·</div><div>Online Zoom Meeting</div></div>			
Attendees		Non-Attendees	
<div><div>·</div><div>Jovan Huang Tian Chun, Royce Ang Jia Jie, Zhu Weiji, Manav Arora, Clarence Hong Shi Man, Tan Hui Zhan</div></div> <div><div>·</div><div></div></div>			
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	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
The next meeting will be held			14 March 2022, 1430, SWLAB3
This minutes have been agreed by all attendees			YES