

# Meeting Minutes

<b>Subject</b>			
Presentation Rehearsal			
<b>Date, Time (duration) and Venue</b>			
<ul style="list-style-type: none"><li>· 27/03/2022 2200 - 2300</li><li>· 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	Official Presentation	Rehearse as a team.	All, 27/03/22
5	Presentation slides	Fix minor bugs	All, 27/03/22
<b>The next meeting will be held</b>			28 March 2022, 1430, SWLAB3
<b>This minutes have been agreed by all attendees</b>			YES