

# 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>02/03/2022 2100-2130</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>			
<b>Chaired by</b>			Tan Hui Zhan
<b>Last meeting minutes have been reviewed</b>			<u>Yes</u> /No
<b>Progress Updates</b>			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
1	Progress of frontend	Functionality done, some UI to be fixed, integrated with backend but with some bugs	Royce, 09/03/22
2	Progress of backend	Backend to fix bugs concerning with API calls	Weiji, 09/03/22
3	Risk Management Plan	Risk Management Plan completed, to be checked before submitting	Everyone, 09/03/22
4	Project Plan	Just started, to be finished by next meeting	Everyone, 09/03/22

5	Complete Backlog	Plan for required tasks that need to be done by next lab	Everyone, 09/03/22
<b>The next meeting will be held</b>			9 March 2022, 2130, Zoom
<b>This minutes have been agreed by all attendees</b>			YES