Meeting Minutes

Lab Group/Group Name: TEL1 | Mawsters

Datetime & Location

Date: 28 Mar 2024
Time: 1030 - 1220hrs
Location: Software Lab 3

Attendees

- Muhammad Sufyan Bin Mohd Jais
- Zhu Yu Hao
- Kenneth Goh Jing Wei
- Ryu Hyunsun
- Nyan Maw Htun
- Cheong Yu Qing, Crystal
- Arun Ezekiel S/O Richard

Absentees

Chaired by: NA

Progress Updates

Agendas: *actions from previous meeting* 📄 *MM 4*

- ☑ ~~Finalise presentation slides~~
- ☑ ~~Finalise documentation~~

Last meeting minutes reviewed? Yes ▾
Task Board: week 10 - 12

Task	Problem/Issue/ Progress	Solution/Action	Assignee & Deadline
Upload deliverables to	Upload all the necessary	Upload the presentation slides and meeting minutes to Github	Sufyan

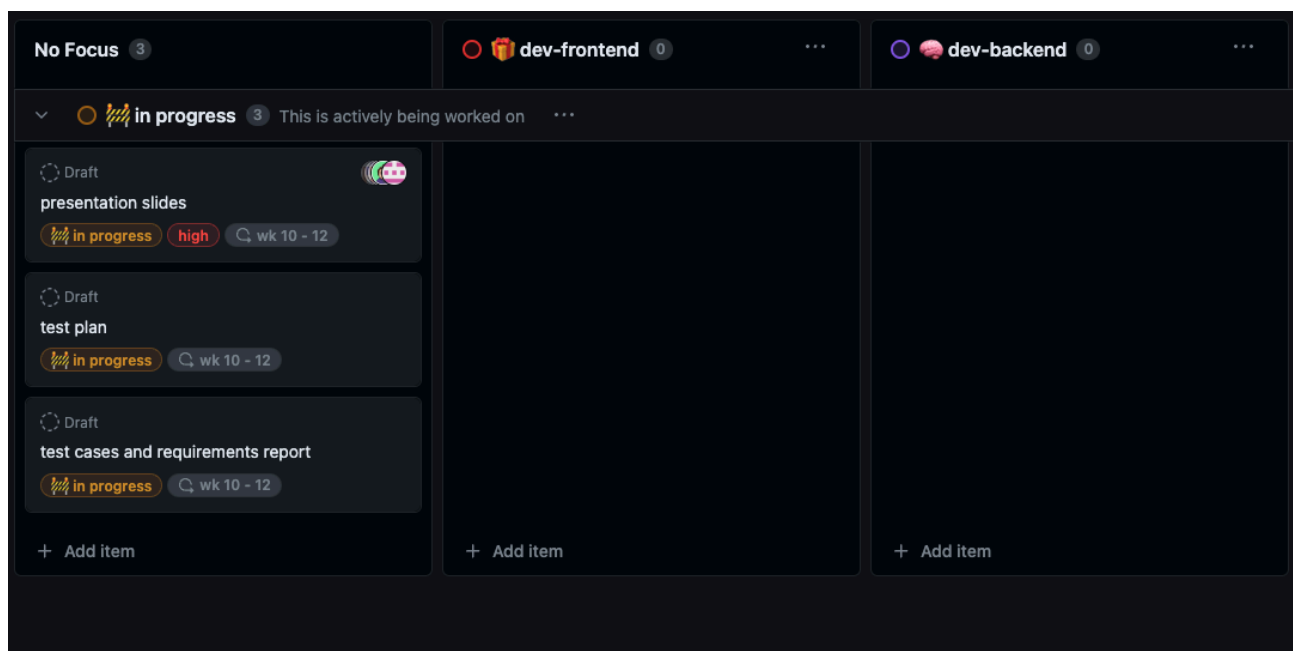| Github	documents to Github		
Docs	In Progress	To Do: - Test Cases and Test Coverage Report - Test Plan	Docs Team

Conclusion

Actions

- Upload all deliverables for Lab 5 to Github
- Complete the necessary documents for Lab 5

Backlog Snapshot

Task Board: week 10 - 12

Next Meeting: N.A.

Minutes-Taker: Sufyan