Meeting Minutes

Subject			
Discussion for Lab 4 Deliverables			

Date, Time (duration) and Venue			
• 19 Oct 2021, 5pm-5.50pm • Online Conference			

Attendees		**Non-Attendees**	
• Mamuduri Paulani • Lee Yu Sheng Daniel • Neo Yong Tai • Frankie Ye Htet Myat • Chen Xueyao • Kundu Koushani		• Ryan Tan Jinn En	

Chaired by			**Xueyao**
Last meeting minutes have been reviewed			**Yes**

Progress Updates

Task	Problem/ Issue/ Progress	Solution/Action	Taken by & deadline
Task Allocation	• Split team members to work on the Lab 4 deliverables	• Design Report on Software Maintainability: Ryan, Frankie • Change Management Plan: Paulani, Koushani • Configuration Management Plan: Daniel, Yong Tai • Release Plan: Xueyao	All members, by 21 Oct 2021

The next meeting will be held			**24 Oct 21**
This minutes have been agreed by all attendees			**Ryan**