Meeting Minutes

Subject			
Discussion for Lab 5 and all Deliverables			

Date, Time (duration) and Venue			
• 30 Oct 2021, 3pm-6pm • 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	Ryan
Last meeting minutes have been reviewed	**Yes**

Progress Updates

Task	Problem/ Issue/ Progress	Solution/Action	Taken by & deadline
Check through deliverables	• Deliverables may be incomplete or contain errors	• All members to check through Lab 4 and Lab 5 deliverables.	All members, by the end of the meeting
Vet through code	• Prototype may have missing or	• Check and compile the frontend and backend. Ensure all data is correct	All members, by 30 Oct 2021
Complete backlog and meeting minutes	• Finalise backlog and meeting minutes for submission	• All members to fill in the backlog. • Meeting minutes for Lab 4 and Lab 5 are checked through in preparation for submission.	All members, by the end of the meeting
Upload documents and reports to SVN and Wiki	• Lab 4 and 5 Deliverables	• Submit deliverables to SVN and Wiki	Ryan and Xueyao by 31 Oct 2021

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