# Meeting Minutes

## Date and Time:

07/05/2023

## Location:

Online via Zoom

## Meeting Attendees:

* HuangGuoYueYang, Kuah Jia Chen, Ong Di Sheng, Tee Shun Yao

## Apologies:

* None

## Absentees:

* None

## Minute Taker and Time Keeper:

* HuangGuoYueYang

## Agenda

The agenda should be agreed on before the meeting – by e-mail, group chat, etc. It should be distributed to the invitees suitably before the meeting, such that all team members can consider their contributions for each point.

| **AGENDA TOPIC 1** | | | | |
| --- | --- | --- | --- | --- |
| **TIME ALLOCATED** | 20mins | **LED BY:** | | HuangGuoYueYang |
|  | | | | |
| **DISCUSSION** |  | | | |
| * Go through the assignment specification and understand the deliverables | | | | |
| **CONCLUSION** |  | | | |
| * Everyone knows what to do in Sprint 3 | | | | |

| **AGENDA TOPIC 2** | | | | |
| --- | --- | --- | --- | --- |
| **TIME ALLOCATED** | 30mins | **LED BY:** | | Ong Di Sheng |
|  | | | | |
| **DISCUSSION** |  | | | |
| * Distribute tasks to everyone and set the deadline * Decide the next meeting time | | | | |
| **CONCLUSION** |  | | | |
| * Everyone has tasks to do * The next meeting will be held on Saturday, all coding parts should be done | | | | |

## Next Meeting

Date: 13/05/2023(Saturday)

Time: 3 pm  
Place: Online via Zoom