

Meeting Minutes

Subject			
Team Titans – Routine Group Meeting			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> 28/October/2021 (8:30 – 10:30am) Software Lab 3 			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> Aloysius Seow Jacob Law Zhen Jolene Tan Soh Qian Yi Samuel Lee Zeta Chua 			
Chaired by			Jolene
Last meeting minutes have been reviewed			Yes
Progress Updates			
Task	Problem/Issue/Progresses	Solution/Action	Taken by & deadline
Task1	Update Documentations	Assigned individual members for each document All members to vet done	28/10/2021 & 30/10/2021
Task2	Format Documentations	Assigned individual members for each document All members to vet done	28/10/2021 & 31/10/2021
Task3	Clean Code	Assigned 2 members All members to vet after done	28/10/2021 & 29/10/2021

The next meeting will be held	-
This minutes have been agreed by all attendees	Signed by Jolene