

Meeting Minutes

Team name: BWB

Meeting No: 12

Location: Online(discord)

Attending: All members

Apologies: None

Meeting start time: 1/11/2024 – 10:00pm

Matters arising from Previous minutes:

Yes

No

Issues raised from previous minutes	Discussions	Outcome (Resolved?)

Confirmation of minutes from last meeting:

Yes

No

Outcome of meeting:

Issue	Discussion in brief	Outcome	Action: Name and Timeline
Report	Writing up in the report	We managed to describe the report and how we should write it.	
Discussing on Recording	Allocating time limit to each member	Each member got 2min, and one extra minute goes to the more detailed part.	

Actions in brief:

We decided on the font and format of the report. It is also the meeting where we finalize our website with all the features we have. Also, we set a deadline to make sure everything is done properly.

Meeting closed at: 10:48pm

Next meeting time, date and location: