This documentation is going to be included as part of the TRACK final documentation. For current moment, it is used to track the team handling issues and works. It is necessary to ensure no one is overloaded with tasks to promote a better working and cooperating environment. Besides, it will make the team workload lighter when the project is reaching the end as the team would have most of the documentation ready by then.

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| **Task** | **FRD** | **HRY** | **NYY** |
| **Meeting**  Meeting Agenda  Meeting Minutes | √ | √ | √  √ |
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| **Documentation**  Final Report Documentation | √ | √ | √ |

FRD: Frederic Colin

HRY: Henry Loharja

NYY: Ng Yi Ying