3 Nov 2025

Subject	Project Closure - Finalized		
Date/Time	3 Nov 25, 8:00 p.m. - 10:00 p.m.	Venue	Online
Attendees		Non-attendees	
Athena Chloie Quang Chong Yao Nelly Anthony Zi Jian		N/A	
Chaired By		Zi Jian	
Previous Meeting Minutes Reviewed		Yes	

Progress Updates

Task	Problem/Issue/Progress	Solution/Action	Taken By	Due Date
Lab 5 Presentation	Successfully completed with no issues	Submit to github repository	Project Team	4 Nov
Final Deliverables Submission	All documents reviewed Final checked on uploaded documents	Submit to github repository	Project Team	4 Nov
Test Plan	Final review of written report	Submit to github repository	Project Team	4 Nov
Test Cases	Final review of written report	Submit to github repository	Project Team	4 Nov
Peer Review	Reminder on Peer review	To update in Telegram chatgroup once done.	Project Team	4 Nov

Decisions Made

- Submission Requirements
  - Deliverables for Lab 5
    - Test Plan
    - Test Cases

■ Meeting Minutes ○ All documents to be submitted as PDFs ○ Check all documents from Lab 1 to 5 are uploaded	
Next Meeting	NIL
Meeting Minutes Approval	Approved by Zi Jian