

# Meeting Minutes

Subject			
Lab 3			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> <li>24/Feb/2022 12:30 – 2:30 pm</li> <li>Meeting Room: SWLab3</li> </ul>			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> <li>Lin Zixing</li> <li>Wong Jing Lin Fabian</li> <li>Chew Poshi</li> <li>Ryan Chia</li> <li>Hermes Lim</li> <li>Chee Zi Hoe</li> <li>Sheng Zhe</li> </ul>		NIL	
Chaired by Lin Zixing			
Last meeting minutes have been reviewed			N.A
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Task 1	Prototype	<ul style="list-style-type: none"> <li>Fabian to lead the development of the prototype</li> <li>Poshi, Shengzhe and Ryan to develop the prototype</li> </ul>	16 <sup>th</sup> March 2022
Task 2	Prototype: Slides	<ul style="list-style-type: none"> <li>Programming team to create simple slides based on Figma prototype</li> </ul>	16 <sup>th</sup> March 2022
Task 3	Project Plan	<ul style="list-style-type: none"> <li>Zixing, Hermes and Zihoe to complete Project Plan</li> </ul>	16 <sup>th</sup> March 2022

<b>Task 4</b>	Risk Management	- Zixing, Hermes and Zihoe to complete Risk Management	16 <sup>th</sup> March 2022
<b>Task 5</b>	Wiki: Backlog	- Fabian to upload the backlog onto the Wiki	16 <sup>th</sup> March 2022
<b>Task 6</b>	Wiki: Meeting minutes	- Zixing to upload Meeting minutes onto the Wiki	16 <sup>th</sup> March 2022
<b>The next meeting will be held</b>			17 <sup>th</sup> March 2022
			1300hrs
			SWLab3
<b>This minutes have been agreed by all attendees</b>			Signed by Lin Zixing