

Meeting Minutes

Subject			
Final Meeting			
Date	Time		Venue
28 October 2021	0830 - 1030		Zoom
Attendees		Non-Attendees	
<ul style="list-style-type: none"> • Bian Hengwei • He Yinan • Jin Han • Lee Yu Jie Melvin • Renganathan Ramasamy • Sannabhadti Shipra Deepak 			
Chaired by			Bian Hengwei
Last meeting minutes have been reviewed			Yes
Progress Updates			
Task	Problem/Issue/ Progress	Solution/Action	Taken by & deadline
Meeting Minutes & Wiki		<ul style="list-style-type: none"> • Record details of this meeting. • Update the wiki 	Lee Yu Jie Melvin 19 October 2021
Conclusion	Main project had been completed. Paperwork to be filed and submitted.		Not applicable
The next meeting will be held			
This minutes have been agreed by all attendees			Bian Hengwei