

Meeting Minutes

Subject			
Routine Meetings #1			
Date	Time		Venue
30 August 2021	1830 - 1930		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		Record details of this meeting.	Lee Yu Jie Melvin 2 September 2021
Project Proposal		Do up a project proposal, inclusive of timelines and also design implementation.	He Yinan, Jin Han 2 September 2021
The next meeting will be held			5 September 2021 1500 – 1600 Zoom
This minutes have been agreed by all attendees			Bian Hengwei