**Meeting Minutes**

**Date: Time:**

**Project Title:**

**Members:**

|  |  |  |
| --- | --- | --- |
| **Registration No** | **Name** | **Attendance/ Remark** |
|  |  |  |
|  |  |  |

**Type of Meeting: Online / Physical**

**Location: Online tool in case of online or physical location**

**Agenda:**

* **Item1**
* **Item2**
* **Item3**
* **Item4**
* **Item5**
* **Item5**

**Discussion or Feedback**

**Any feedback, issue, or anything meaningful for meeting or understanding of the project or next meeting plan**

**Signature:**

Owner

(Name)

Developer

(Name)