| **Team ID:** |  | | |
| --- | --- | --- | --- |
| **Project Name:** |  | | |
| **Date of Meeting:** | \_\_/\_\_/\_\_\_\_\_ | **Time:** | \_\_:\_\_ |

|  |
| --- |
| 1. Meeting Objective |
| *<e.g. Project Progress discussion meeting 1>* |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. Attendance at Meeting | | |  |
| ***Student ID*** | ***Name*** | ***E-mail*** | ***Attended (Y/N)*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Supervisor |  |  |  |

*Write down the subjects discussed during the meeting and clearly indicate assigned tasks, actions planned, deadlines that is advised/planned to be executed below.*

|  |  |
| --- | --- |
| 3. Topics, Issues discussed during the meeting and Decisions taken | |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| … |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4. Next Meeting (if planned) | | | | |
| **Date:** | |  | **Time:** |  |
| Objective: |  | | | |

*\*Please fill this form,convert it to pdf and rename it,then submit it to supervisor via e-mail, no later than 24 hours after the meeting.*

*\*\*Naming of the document: TeamID\_MeetingMinutesReport\_MeetingNo\_Date\_documentversion.****pdf***  *(Example:* ***T2301\_MeetingMinutesReport\_01\_15102022\_v1.pdf****)*