

MEETING MINUTES

Project Title:	AR VR Immersive Learning Solutions		
Date of Meeting: (DD/MM/YYYY)	23/11/2023	Time:	1.00pm – 4.00pm
Minutes Prepared By:	LIM HON SHEANG	Location:	Deck 3 Millennium Falcon
1. Meeting Objective			
<ul style="list-style-type: none"> - Explain the tools that can be used to in the process of the project. 			
2. Attendance at Meeting			
Name	Department/Division	E-mail	Phone
DOM ONG	Managing Director	dom.ong@siliconmax.com	0194101488
MUHAMMAD ZAFRAN SHAH BIN ASRAB ALI	Graphic Designer	designer1@siliconmax.com	0149809179
MR AZMIR	Graphic Designer		0175793072
LIM HON SHEANG	BSC(Hons)Computer Science (Cyber Security)	limhon.student@peninsula malaysia.edu.my	01124330933
DANNY CHAN YI XIANG	BSC(Hons)Computer Science (Cyber Security)	dannychan.student@penin sulamalaysia.edu.my	0125506089
GOH QI YUAN	BSC(Hons)Computer Science (Cyber Security)	gohqi.student@peninsulam alaysia.edu.my	0134889105

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3. Agenda and Notes, Decisions, Issues

Topic	Owner	Time
Training Session <ul style="list-style-type: none"> a. Modelling (Screw as example) <ul style="list-style-type: none"> - Move, scale, resize, toggle - Edit mode, edge selection, face selection - Detail (Loop cut, number of cuts), extrude region - Smooth (Rotation and scale, Modifier, add modifier, subdivision surface = 2/3) - Bevel (Rotation and scale, add modifier, generate, bevel) - Import (filetype) - Disassemble and assemble (ctrl a, press i, location) 	MR AZMIR	1.00pm – 4.00pm



4. Action Items

Action	Owner	Due Date
Modelling (Create, Diassemble and assemble) <ul style="list-style-type: none"> - Overview - Car engine - Battery 	LIM HON SHEANG DANNY CHAN YI XIANG GOH QI YUAN	TBC

5. Next Meeting (if applicable)

Date: (DD/MM/YYYY)		Time:		Location:	
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