# **MEETING MINUTES**

| **Project Title:** | | AR VR Immersive Learning System | | | | | | | | | | | |
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| **Date of Meeting:** (DD/MM/YYYY) | | 12/10/2023 | | | | **Time:** | | | | 2.00pm – 2.30pm | | | |
| **Minutes Prepared By:** | | LIM HON SHEANG | | | | **Location:** | | | | Teams Meeting | | | |
| 1. Meeting Objective | | | | | | | | | | | | | |
| * To review on the report. * To discuss on the main idea. | | | | | | | | | | | | | |
| 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 | |
| LIM HON SHEANG | | | BSC(Hons)Computer Science (Cyber Security) | | | | limhon.student@peninsulamalaysia.edu.my | | | | | 01124330933 | |
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| 3. Agenda and Notes, Decisions, Issues | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | **Owner** | | | | **Time** |
| Report Reviewing   * Introduction part   - minor changes on the description for Blender, Unity and Unreal Engine  - minor error on 360-degree videos | | | | | | | | | MUHAMMAD ZAFRAN SHAH BIN ASRAB ALI | | | | 2.00pm – 2.15pm |
| Main idea discussion – Suppy Chain Management   * Have to identify what product to do with the supply chain. * Example, car sport rim, shoes * Identify which product that can be used that we can implement with the AR VR technology. | | | | | | | | | DOM ONG | | | | 2.15pm – 2.30pm |
| 4. Action Items | | | | | | | | | | | | | |
| **Action** | | | | | | | | | **Owner** | | | | **Due Date** |
| 3D modelling | | | | | | | | | LIM HON SHEANG  DANNY CHAN YI XIANG  GOH QI YUAN | | | | 26/10/2023 |
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| 5. Next Meeting (if applicable) | | | | | | | | | | | | | |
| **Date:** (DD/MM/YYYY) | 26/10/2023 | | | **Time:** | 2pm | | | **Location:** | | | Teams Meeting | | |