# **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 | | | | | | | | | | | | | |
| * 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 | |
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| 3. Agenda and Notes, Decisions, Issues | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | **Owner** | | | | **Time** |
| Training Session   1. Modelling (Screw as example)  * Move, scale, resize, toggle * Edit mode, edge selection, face selection * Detail (Loop cut, number of cuts), exrude 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)   * 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:** | | |  | | |