# **MEETING MINUTES**

| **Project Title:** | | AR VR Immersive Learning Solutions | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Meeting:** (DD/MM/YYYY) | | 28/09/2023 | | | | **Time:** | | | | 9.00am – 9.50am | | | |
| **Minutes Prepared By:** | | LIM HON SHEANG | | | | **Location:** | | | | Zoom Meeting | | | |
| 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 | |
| LIM HON SHEANG | | | BSC(Hons)Computer Science (Cyber Security) | | | | limhon.student@peninsulamalaysia.edu.my | | | | | 01124330933 | |
| DANNY CHAN YI XIANG | | | BSC(Hons)Computer Science (Cyber Security) | | | | dannychan.student@peninsulamalaysia.edu.my | | | | | 0125506089 | |
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| 3. Agenda and Notes, Decisions, Issues | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | **Owner** | | | | **Time** |
| Unity   * Preference, external tools, external script editor * Unity scripting API * Integrating visual code into Unity | | | | | | | | | MUHAMMAD ZAFRAN SHAH BIN ASRAB ALI | | | | 9.00am – 9.20am |
| Blender   * Design 3D-model that want to list the book * Export as FBX file | | | | | | | | | MUHAMMAD ZAFRAN SHAH BIN ASRAB ALI | | | | 9.20 – 9.40pm |
| Advise for the project.   * Schedule the timeline adequately * Focus on the main title | | | | | | | | | DOM ONG | | | | 9.40am – 9.50am |
| 4. Action Items | | | | | | | | | | | | | |
| **Action** | | | | | | | | | **Owner** | | | | **Due Date** |
| Documentation | | | | | | | | | LIM HON SHEANG  DANNY CHAN YI XIANG  GOH QI YUAN | | | | 11/9/2023 |
| 3D-modeling | | | | | | | | | LIM HON SHEANG  DANNY CHAN YI XIANG  GOH QI YUAN | | | | TBC |
|  | | | | | | | | |  | | | |  |
|  | | | | | | | | |  | | | |  |
| 5. Next Meeting (if applicable) | | | | | | | | | | | | | |
| **Date:** (DD/MM/YYYY) | 12/9/2023 | | | **Time:** | 2.00pm | | | **Location:** | | | Zoom Meeting | | |