Fantastic Four SDN BHD

MEETING MINUTES:

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| Meeting Project Name: | Proposed Construction and Completion of Abellen Houz at Lot 511  (Seaside Lot) Mukim Semut Api, Daerah Jajahan Kota Bharu, Negeri kelantan. | | | | |
| Date of Meeting: (MM/DD/YYYY) | 28 September 2022 | | Time : | 2PM – 5PM | |
| Prepared By: | M Syahmi Najmi | | Location : | BIM Lab 3 | |
| Chaired by: | Nur Hani Aqilah Binti Arif | | | | |
| 1.Meeting Objective | | | | | |
| 1. To present complete architecture drawing to client | | | | | |
| 2.Attendance at meeting | | | | | |
| Name | Department/ Division | Email | | | Phone |
| Syazwani Binti Khalid | Plumbing | [syazwanikhalid13@gmail.com](mailto:syazwanikhalid13@gmail.com) | | | 01160536192 |
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| Mohammad Danial Fakhri Bin Abdul Rahman | Client | [m.danial0409@gmail.com](mailto:m.danial0409@gmail.com) | | | 0109172824 |
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| 3.Agenda and Notes, Decisions, Issues | | | | | |
| Topic | | Owner | | | Time |
| 1. Include true north and project north drawing- with land bearing 2. Change stair 3. Plan the space to put the water tank 4. Arch have to suggest a lot to client 5. Front design have to being renovate 6. Change sizing (living area) 7. Plan the position of the column 8. Think about the building logic 9. Change the pool into smaller size | |  | | |  |