

PROJECT NAME**Meeting Minutes****Admin Tasks****Meeting No: < 2>****MEETING DETAILS**

DATE:	25/8/2020
VENUE:	Online
ATTENDEES:	Nicholas, Giorady, Thanh, Gihan
APOLOGIES:	
COPY TO:	

INFORMATION / DECISIONS

No	ITEM
1	Marking questions - Asked for remark
2	Coding may have affected marks
3	Review of tasks for meeting
4	Consultations
5	
6	
7	
8	

ACTION ITEMS

No.	ITEM	WHO	BY
1.1	Make Pseudo task for Assistance work	Gihan	
1.2	Continued work		
1.3			
1.4			
1.5			
1.6			
1.7			
1.8			
1.9			
1.10			