

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

DATE:	08/09/2020
VENUE:	Online
ATTENDEES:	Giorady, Thanh, Gihan,Nicholas
APOLOGIES:	
COPY TO:	

INFORMATION / DECISIONS

No	ITEM
1	Tut Meeting
2	M1 Mark discussion
3	Spark not mandatory
4	Lawrence is best contacted through Email
5	
6	
7	
8	

ACTION ITEMS

No.	ITEM	Who	By
1.1	Continue as usual with assigned tasks		
1.2			
1.3			
1.4			
1.5			
1.6			
1.7			
1.8			
1.9			
1.10			