

PROJECT NAME**Meeting Minutes****Admin Tasks****Meeting No: <3>****MEETING DETAILS**

| | |
|-------------------|-------------------------------|
| DATE: | 22/09/20 |
| VENUE: | Online |
| ATTENDEES: | Giorady,Nicholas, Gihan,Thanh |
| APOLOGIES: | |
| COPY TO: | |

INFORMATION / DECISIONS

| No | ITEM |
|----|----------------|
| . | |
| 1 | - Project Demo |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |

ACTION ITEMS

| No. | ITEM | Who | By |
|------|--------------------------------------------------------------------------|-----|------------|
| 1.1 | - Need to have deployment and integration of 4 features done by midnight | All | 12pm Today |
| 1.2 | - | | |
| 1.3 | - | | |
| 1.4 | | | |
| 1.5 | | | |
| 1.6 | | | |
| 1.7 | | | |
| 1.8 | | | |
| 1.9 | | | |
| 1.10 | | | |