**Meeting Minutes**

Meeting Details

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| --- | --- |
| **Date** | 04/09/2020 |
| **Venue** | Microsoft teams |
| **Attendees** | Anson Guang Ping Go, Siddhartha Raju Chandra Vani, Hui Alvin Markus, Ashraf Miari |
| **Apologies** |  |

Information / Decisions

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| --- | --- |
| **No.** | **Item** |
| 1 | Finalise Admin Cancelling Bookings |
| 2 | Finalise Admin Confirming Bookings |
| 3 | Finalise Admin Editing Bookings |

Action Items

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| --- | --- | --- | --- |
| **No.** | **Item** | **Who** | **By** |
| 1 | Finalise Admin Cancelling Bookings | Siddhartha Raju Chandra Vani, Hui Alvin Markus | 05/10/2020 |
| 2 | Finalise Admin Confirming Bookings | Siddhartha Raju Chandra Vani, Ashraf Miari | 05/10/2020 |
| 3 | Finalise Admin Editing Bookings | Siddhartha Raju Chandra Vani, Ashraf Miari | 05/10/2020 |