

## Business Meeting Agenda

**Date:** 11<sup>th</sup> September 2022 **Time:** 0900 **Location:** Meeting Room B

### Attendees:

#### 1. Saw Angus

- Phone: 24712368
- Position: [Specify Position]
- Department: [Specify Department]

#### 2. Daryl Tan

- Phone: 35718
- Position: [Specify Position]
- Department: [Specify Department]

#### 3. Hardeep Singh

- Phone: 84397592
- Position: [Specify Position]
- Department: [Specify Department]

#### 4. John Ang

- Phone: 4752934
- Position: [Specify Position]
- Department: [Specify Department]

#### 5. Bram Desoete

- Phone: 457982
- Position: [Specify Position]
- Department: [Specify Department]

#### 6. Matt Johnson

- Phone: 3278146
- Position: [Specify Position]
- Department: [Specify Department]

#### 7. Arun Pranta

- Phone: 61873465
- Position: [Specify Position]
- Department: [Specify Department]

#### 8. Kian How Tan

- Phone: 3871259
- Position: [Specify Position]
- Department: [Specify Department]

#### 9. Kian Boon Tan

- Phone: 3987651689
- Position: [Specify Position]
- Department: [Specify Department]

## Agenda:

### 1. Opening Remarks

- Briefing on the importance and objectives of the meeting.

### 2. Departmental Updates

- Each attendee provides an update on recent developments in their respective department.

### 3. Project Review

- Discuss any ongoing projects and their progress.

### 4. Future Initiatives

- Brainstorm and discuss upcoming projects and initiatives.

### 5. Feedback and Open Floor

- Open discussion on challenges faced and solutions proposed.

### 6. Closing Remarks and Action Items

- Summarize the meeting's outcomes and assign tasks for follow-up.

## Note:

- Ensure all attendees have received the agenda in advance.
- Please confirm attendance 24 hours before the meeting.
- If there are any topics to be added to the agenda, notify [Meeting Organizer's Name] by [specific date/time].