

# Meeting Minutes 8

**Project Name:** Group TwoTwo

**Meeting Objective:** Project Closeout

**Date:** 8<sup>th</sup> November 2019

Attendee
Neo Zhi Kai
Ng Ming Yow
Lim Li Shan
Nurul Amirah Binte Norasmin
Shin Pyae Sone Ko

**Agenda:**

- Project closeout

S/No	Item	Action Item	Due Date
1	Archive project information	Zhi Kai will perform the action	8 <sup>th</sup> November 2019

**Date and time of next meeting:**

Last Meeting