

# Meeting Minutes - Tutorial 1 Group 5

## **Date and Time:**

24/8/2021

9:30pm - 10:30pm

## **Location:**

Discord

## **Meeting Attendees:**

Mohammed Abidur Rashid, Joel Yang, Yi Sen Ooi,  
Chan Wai Han, Khant Hla Shwe, Jun Hoe San

## **Apologies:**

Not Applicable (N/A)

## **Absentees:**

Not Applicable (N/A)

## **Facilitator:**

Joel Yang

## **Minute Taker and Time Keeper:**

Yi Sen Ooi

Session 1			
TIME ALLOCATED	1 hour	LED BY:	Yi Sen Ooi
DISCUSSION	Vision Statement and Team Management		
Discussed the vision statement of the project - First 30 mins And the distribution of team responsibilities. - Last 30 mins			
CONCLUSION	All the discussed matters have been settled.		
ACTION	ACTION TO BE TAKEN BY	DUE DATE	

## AOB

Not Applicable (N/A)

## Next Meeting

31/8/2021

9:30pm - 10:30pm

SESSION 2			
TIME ALLOCATED		LED BY:	
DISCUSSION			
A reasonable summary of the discussions had during the meeting. A clear but concise detail of the issues discussed, the decisions agreed, and any reservations/opinions held by key team members.			
CONCLUSION			
The decision/s agreed upon.			
ACTION	ACTION TO BE TAKEN BY	DUE DATE	
Action description (clear goal)	Person responsible for the outcome	Date to be actioned by	