

Week 1 Day 1

Meeting Name:	Week 1, Day 1 Meeting Minutes		
Minute Taker:	LIANG WEI HAO	Approved By:	Everyone
Minutes Taken:	1 hour 30 minutes		
Date & Location:	16/08/2021, Online meeting in Discord and Zoom		

Present	Apologies / Absent
KHOR SHAW HERNG	MOHAMED MIKAIEL MOHAMED RAFFI'EE
TEE WEI YANG DOUGLAS	
RYAN CHAI HENG EE	
LIANG WEI HAO, CLIF	

Agenda – Standup Meeting (1 hour)

Summary minutes and action points
Drafted proposal
Discussion with professors on proposal and idea
Delegated topics to each team member to research on
Drafting of storyboard, product visualization

Action Items (Task)	Due Date	Assigned To	Status
Research on topics 1- 5	17/08/2021	Everyone	Completed
Drafting of storyboard, product visualization	17/08/2021	Everyone	Completed

Rolled Over Action Items (Task)	Reason for Late
None	Not Applicable

Clif → Ryan → Douglas → Shaw