| **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