**Date**: 22 -04-2021

**Time**: 8am- 5pm

**Venue**: SOE SR 3.1

**Meeting Number:** 15

**Attendees**: Wilson Chua, Jaslyn Toh, Susanto, Sim Theen Cheng, Ernest Khoo, Tan Chin Hoong

**Absentees:** -

**Agenda**: Preparation for Final Presentation

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **To Do** | **In-charge** | **Due Date** |
| 1 | Final amendment of Slides | Everyone | 25 April 2021 |
| 2 | Final amendment of Poster | Theen Cheng | 25 April 2021 |
| 3 | Final amendment of Report | Everyone | 25 April 2021 |
| 4 | Filming of Video | Susanto, Theen Cheng, Jaslyn , Ernest Khoo | 22 April 2021 |

**Overall Discussion Points:**

* Finalisation of deliverables
* Video filming

**Things to clarify:**

* Nil

**Prepared by:** Ernest Khoo