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| **Date:** | 17/09/2019 |
| **Time:** | 5.00 pm |
| **Venue:** | SIS Level 2 benches |
|  |  |
| **Attendees:** | Tan Xin Rong, Steffi  Lim Hui Sin |
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| **Agenda:** | 1. Run through PM duties  2. Reschedule for Iter 2  3. Confirm things to be done |

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|  |  |  | **Due Date** |
| 1 | Reschedule tasks for Iter 2 | Hui Sin, Steffi | 07/10/2019 |
| 2 | Confirm team’s Recess week availabilities | Everyone | 05/10/2019 |
|  |  |  |  |

The meeting was adjourned at 7.00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Tan Xin Rong, Steffi

Vetted and edited by,

Lim Hui Sin