|  |  |
| --- | --- |
| **Date:** |  |
| **Time:** |  |
| **Venue:** |  |
|  |  |
| **Attendees:** |  |
|  |  |
| **Agenda:** | 1.  2. |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | **Due Date** |
| 1 | To do XYZ | Lee Ping Guo | 12 Jul |
|  |  |  |  |

The meeting was adjourned at 3.20 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

XXX

Vetted and edited by,