**MEETING MINUTES**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | [DATE] | Time | [TIME] |
| Secretary | [NAME] | **Chairperson** | [NAME] |
| Attendees | Ziyu Jia, Lik Wei Chan, Aijia Yu, Peifeng Liu, Jey Vi Tan, Minghe Xu | | |
| Absent person (Reason) |  | | |
| Location | PMB449 | | |

AGENDA DETAILS

|  |  |
| --- | --- |
| **Agenda** | **Discussion** |
| [Header Name] | [What was discussed about it] |
| [Header Name] | [What was discussed about it] |
| [Header Name] | [What was discussed about it] |
|  |  |
|  |  |
|  |  |

ACTION POINTS

|  |  |  |
| --- | --- | --- |
| **Person in charge** | **Finish time** | **Requirement** |
| [Name] | [Time] | [Task Detail] |
|  |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |

Next Meeting

|  |  |  |  |
| --- | --- | --- | --- |
| Date | [DATE] | Time | [TIME] |
| Secretary | [NAME] | **Chairperson** | [NAME] |
| Location | PMB449 | | |