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| --- | --- |
|  | Meeting Minute |
| Date/Time: | |  |  |  | | --- | --- | --- | | 29/04/2022 19:00 | Team # | C2 | |
| Present: | Thomas Le  Soon Lee Teo  Cher Khor  Lili Zhang |
| Absent with reason: |  |
| Comment | Objective is:   * You Tube video recording |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | Previous Meeting Action Items: |  |  |  |
| Item # | | Task Description | Who | When | Percentage Completed (%) |
| 15 | Report | | Team |  | 30% |
| 16 | Design | | Thomas Le |  | 97% |
| 17 | Poster | | Cher Khor |  | 20% |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Current Meeting Action Items: |  |  |  |
| Item # | Task Description | Who | When | Percentage Completed (%) |
| 15 | Report | Team |  | 90% |
| 16 | Design | Thomas Le |  | 100% |
| 17 | Poster | Cher Khor |  | 100% |

Meeting Closes time: 23:00

Minute written by: Thomas Le