

Meeting Minutes – 01

Meeting Information

Objective:	Understanding the task given by the supervisor		
Date:	30/09/2020	Location:	Microsoft Teams
Time:	3:30 PM	Meeting Type:	Official Meeting
Chairperson:	Yoong Joo Khor	Secretary:	Gilbert Valentino
Submitted by:	Yoong Joo Khor		
Attendees:	Yoong Joo Khor Yao Chong Foo Rahul Sharma Yuddhishtir-Gopaul Syed Ahmad Azhad Bin Ahmad Rosehaizat Dr. Radu Muschevici Sharfa Dhamin Gilbert Valentino		

Agenda Items

Presenter

1	Discuss how to write project description based the task given by the supervisor	Sharfa
2	Discuss how to fill in the ethics form	Yoong Joo
3	Discuss how to ensure the app created is secure	Yao Chong

Decisions

- 1 Set a deadline to fill in the ethics form

New Action Items

Responsible

1	Brainstorm ideas for project description	All Members
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Produced by:

Approved by:



(Gilbert Valentino) Date: 30/09/2020



(Dr. Radu Muschevici) Date: 8/12/2020