# Meeting Minutes

## Date and Time:

16/05/2023

## Location:

Online via Zoom

## Meeting Attendees:

* HuangGuoYueYang, Kuah Jia Chen, Ong Di Sheng, Tee Shun Yao

## Apologies:

* None

## Absentees:

* None

## Minute Taker and Time Keeper:

* HuangGuoYueYang

## Agenda

The agenda should be agreed on before the meeting – by e-mail, group chat, etc. It should be distributed to the invitees suitably before the meeting, such that all team members can consider their contributions for each point.

| **AGENDA TOPIC 1** | | | | |
| --- | --- | --- | --- | --- |
| **TIME ALLOCATED** | 30mins | **LED BY:** | | HuangGuoYueYang |
|  | | | | |
| **DISCUSSION** |  | | | |
| * Distribute the task of video taking | | | | |
| **CONCLUSION** |  | | | |
| * Everyone understand their part | | | | |

| **AGENDA TOPIC 2** | | | | |
| --- | --- | --- | --- | --- |
| **TIME ALLOCATED** | 20mins | **LED BY:** | | Kuah Jia Chen |
|  | | | | |
| **DISCUSSION** |  | | | |
| * Distribute the remaining document tasks to everyone * Decide the submission time | | | | |
| **CONCLUSION** |  | | | |
| * Everyone got the tasks and promise done the assigned part before the deadline * The assignment will be submit on Thursday night | | | | |