# Meeting Minutes

## Date and Time:

23/04 /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** | 20mins | **LED BY:** | | Kuah Jia Chen |
|  | | | | |
| **DISCUSSION** |  | | | |
| * Check the progress of each member * Decide the time of the next meeting | | | | |
| **CONCLUSION** |  | | | |
| * Every does the assigned tasks on time * Next meeting will be on Monday at 10 pm | | | | |

## Next Meeting

Date: 24/04/2023(Monday)

Time: 10 pm  
Place: Online via Zoom