**Template A: Minutes of Meeting**

**MINUTES OF PROJECT MEETING**

**Date** : 12 August 2021

**Time** : 9am to 1pm

**Venue** : MS Team Meeting

**Present** : Bhareth Rex Loganathan, Lee Weiyang, Mr Kenneth Tan

**Minuted by** : Bhareth Rex Loganathan

**Vetted by** : Lee Weiyang

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|  | **Items Discussed** | **Action By** |
| **1.** | 1. Clarified details required for the Week 4 Report over Week 11 Solution Demonstration add-on report 2. Sprint length of project. (10 working days, 1 sprint) 3. Finalising Problem Statement and objective details 4. Expectations of Solution Design presentation 5. Project Plan and Sprint details |  |
| **2.** | Report portions to be done:   1. Minutes – to be done weekly 2. Project plan – Gantt Chart 3. Project schedule – sprint planning and burn down chart 4. Future improvements 5. Consolidate parts into singular report |  |
| **3.** | Next meeting will be on 16th August 2021. |  |