**Template A: Minutes of Meeting**

**MINUTES OF PROJECT MEETING**

**Date** : 13 October 2021

**Time** : 11.00pm – 2:00pm

**Venue** : MS Teams Meeting

**Present** : Bhareth Rex Loganathan, Lee Weiyang

**Minuted by** : Bhareth Rex Loganathan

**Vetted by** : Lee Weiyang

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|  | **Items Discussed** | **Action By** |
| **1.** | - Presentation Practice  - Amending the Solution Design Presentation slides |  |
| **2.** | To be done:   * To prepare for the Presentation. * Final checks on documentation. |  |
| **3.** | Next meeting will be later today (for the actual Presentation). |  |